

Job Title:	Stewardship Field Assistant	Job Category:	Conservation Department
Job Description			
<p>Are you a conservation-minded individual with a love for wild spaces in all weather, with an ability to find satisfaction in a day in the field alone, and the ability to navigate yourself back out of the woods? The Nova Scotia Nature Trust is seeking a Stewardship Field Assistant to care for its conservation lands across the province. In this role, you will visit Nature Trust lands on foot and by kayak, documenting human impacts and ecological changes. You will work with eager volunteers, helping them feel more confident monitoring on their own and in using our monitoring app, and you will assist with stewardship events and activities. This job requires an energetic individual who is responsible and organized, and who is just as happy bushwhacking through hardwoods, coastal forest and shrub barrens as they are hiking on a trail. If you are looking for a satisfying challenge and a chance to see and care for Nova Scotia's wild spaces, this is it.</p>			
ROLES AND RESPONSIBILITIES:			
<p>Reporting to the Nature Trust's Stewardship Coordinators, the Stewardship Field Assistant is essential to the Nature Trust's annual monitoring program and its general stewardship program, visiting Nature Trust properties across the province and mentoring volunteers.</p>			
Stewardship Responsibilities (50%):			
<ul style="list-style-type: none"> • Under the guidance of the Stewardship Coordinators, efficiently plan a summer of monitoring visits, stewardship work, and volunteer mentoring sessions across the province. • Property monitoring and reporting using Landscape, sometimes with local volunteers. • Easement monitoring and reporting, including communication with volunteers who monitor easements and with easement landowners. • Respond to volunteer inquiries and questions about using Landscape and troubleshoot using online resources as necessary. • Under direction from the stewardship team, plan, assist with or execute work parties or stewardship events to accomplish stewardship work with Nature Trust staff, and assist with other outreach events. • Undertake other field work as assigned to support the stewardship program • Assist with stewardship activities (including boundary maintenance, signage installation, invasive species removal) 			
Administrative/Technical Responsibilities (30%):			
<ul style="list-style-type: none"> • Use tracking systems in Landscape for monitoring, reporting and stewardship actions as trained. • Assist with writing baselines and stewardship plans for conservation lands • Assist with updating Landscape records 			
Communications and Outreach (15%):			
<ul style="list-style-type: none"> • Work with Property Guardians and other volunteers as required for property monitoring and stewardship activities. • Occasionally provide social media updates and write for newsletters (Landlines and Branches). • Assist with coordinating with contractors as required 			
Other responsibilities as required (5%)			
QUALIFICATIONS AND EDUCATION REQUIREMENTS:			
<ul style="list-style-type: none"> • The successful candidate will possess some post-secondary training in conservation sciences, ecology, biology, fish and wildlife, ecosystem management or related fields. • The ideal candidate will have some experience working in a conservation role. 			

- An equivalent combination of education and experience may be considered.

JOB SPECIFIC KNOWLEDGE AND ABILITIES:

- Ability to navigate extremely varied terrain on foot, over long distances, using GPS or compass (this is **absolutely essential** to this role- please do not apply if you cannot navigate off trail!).
- Ability to work in an unstructured environment and remain organized
- Ability to track progress against goals
- Ability to competently use the Microsoft Office Suite, especially Word and Excel, and to learn to use the stewardship database, Landscape.
- Technical report writing skills are an asset
- Ability to kayak or canoe is considered a serious asset
- Chainsaw training and experience is considered an asset
- Experience with hand tools and power tools (e.g. drill, reciprocating saw) and light carpentry is considered an asset
- Ability to work independently while maintaining team relationships
- Valid driver’s license
- GIS capabilities are considered an asset
- Species identification, especially of species at risk or species of conservation concern, is considered an asset.

COMPETENCIES:

<i>Supporter Focus</i>	Delivers stakeholder-centric approach by anticipating and balancing the needs of multiple stakeholders
<i>Knowledge and Innovation</i>	Being knowledgeable and current in their area of expertise and about the focus of the organization. Able to learn and apply knowledge to their work to improve outcomes and decision making. Gain new knowledge to cultivate innovation creating new and better ways for the organization to be successful.
<i>Action Oriented</i>	Taking on new opportunities and tough challenges with a sense of urgency, high energy, and enthusiasm. Holds themselves accountable to accomplish results.
<i>Collaborates</i>	Building partnership and working collaboratively with others to meet shared objectives. Uses their internal and external relationships to build effective networks.
<i>Communicates Effectively</i>	Developing and delivering multi-mode communications that convey a clear understanding of the unique needs of different audiences. Uses compelling arguments to gain the support and commitment of others. Is an effective ambassador for the organization.
<i>Values Differences</i>	Recognizing the value that different perspectives and cultures bring to an organization. Treats all individuals with respect and exhibits an understanding of creating an inclusive work environment.
<i>Instills Trust</i>	Gaining the confidence and trust of others through honesty, integrity, and authenticity. Exhibits a high level of professionalism.

RELATIONSHIPS/CONTACTS

- Reports to: Stewardship & Technology Coordinator, Stewardship Coordinator
- Works primarily with: Director of Conservation; Field Volunteer & Outreach Coordinator, Volunteer Coordinator and volunteer Property Guardians.

WORKING CONDITIONS

This position requires a combination of office and fieldwork. For the duration of the position, the candidate will be required to travel and be on site for two to five days of each week. Fieldwork may occasionally require camping at or near worksites. Travel expenses (food, rental vehicle and accommodations) are covered. Office work will take place on-site at the Nova Scotia Nature Trust office in Dartmouth, NS.

START DATE AND COMPENSATION

These positions are dependent on external funding programs and the anticipated start date is late April-early May. Compensation will be \$20.50/hr for 37.5hr/ week for a maximum of 16 weeks.

APPLICATION PROCESS

Please include the following in your application:

1. Current resume.
2. A cover letter clearly articulating your relevant knowledge and experience, why you are interested in the position and what you bring to this position.

Send your application materials to employment@nsnt.ca (please send resume and cover letter as one PDF document).

The Nova Scotia Nature Trust is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. If you require accommodation for the application process and/or interview, please notify us in advance.

Applications will be accepted until February 23rd, 11:59PM Atlantic Time.

Due to the anticipated volume of applications, we will only be contacting shortlisted candidates. We greatly appreciate your interest in the work of the Nature Trust!

ADDITIONAL NOTES

The successful candidates will be sent for Level 1 Sea Kayak training and Wilderness First Aid training.