



## Conservation Project Manager

Cowiche Canyon Conservancy (CCC) is a non-profit land trust. It works to protect shrub-steppe habitat and connect people to the landscape through conservation, education, and recreation. CCC owns and manages over 5,000 acres of shrub-steppe throughout Yakima County and manages a 30+ mile trail system. CCC is seeking a committed conservationist to protect shrub-steppe habitat.

**POSITION SUMMARY:** The Conservation Project Manager develops and implements conservation strategies for CCC properties. The position works closely with the Land Steward, Stewardship Committee, Trails Committee, Lands Committee, and external partners. The Project Manager oversees land management and restoration activities, assists with fundraising for stewardship projects, and works with the Recreation and Education & Community Outreach (ECO) Programs to coordinate activities to connect the community to the land.

### **General Duties:**

#### Land Management:

- Develop management plans for CCC properties and easements.
- Manage stewardship activities, including the implementation of management plans, infrastructure maintenance, natural and cultural resource protection, and neighbor relationships.
- Develop and oversee restoration and infrastructure improvement projects.
- Develop and oversee fire prevention and recovery planning and implementation efforts.
- Develop and maintain good working relationships with partner organizations.
- Oversee monitoring of easements and restoration projects.
- Supervise Land Steward and volunteers in various field activities.

#### Land Acquisition:

- Assist with identifying priority properties for acquisition and carrying out all aspects of land acquisition projects.

#### Administrative Duties:

- Develop annual Conservation and Recreation work plans and budgets with input from appropriate committees.
- Maintain accurate records and documentation.
- Participate in CCC's staff meetings, committee meetings, and Board Meetings.
- Present project updates to the CCC Board of Directors.
- Participate in organizational development, board training, and fundraising activities.

#### Public Recreation and Education duties:

- Collaborate with Education & Community Outreach (ECO) Program to plan and incorporate outreach activities into conservation work (ie. Citizen science projects, hosting educational events in partnership with other organizations).
- Ensure properties are prepared for public activities such as hikes, field trips, and member events.
- Support public outreach opportunities to bring attention to our stewardship work and restoration activities.
- Represent CCC in the broader conservation community. Participate in local, regional, state, and national efforts related to conservation. Make presentations as necessary.

#### Development:

- Develop and maintain relationships with public and private funding organizations.
- Solicit funds from public and private funding organizations as needed to raise revenue for conservation project implementation. Prepare grant application materials and complete grant reporting. Make presentations to funders and public meetings as necessary.

#### **REQUIRED QUALIFICATIONS, SKILLS and RELATED EXPERIENCE:**

Practical problem-solving and organizational skills.

Strong attention to detail and record keeping.

A bachelor's degree and at least 5 years experience in natural resource management, land stewardship, restoration, and/or trail building and management.

Knowledge of shrub-steppe ecosystem, Land Trust Standards and Practices, land conservation principles, and the ability to successfully complete land protection projects.

Adept at negotiation and relationship building.

Good verbal and written communication and presentation skills.

Ability to adapt, perform under pressure, and work both independently and as part of a team.

Ability to work with diverse people and develop positive working relationships with volunteers, government agency employees, trail users, and other stakeholders.

Valid, insurable driver's license.

Committed to land conservation.

Desire and ability to live and work in the community.

Ability to lift 30 pounds and walk properties.

Competent with standard computer software, including MS Word, MS Excel, MS PowerPoint, and e-mail.

Grant writing and management experience a plus.

Geographic Information Systems skills a plus.

**Job Specifics**

This is a part-time, hourly position. The position is 10-15 hours per week, with a flexible schedule. This position reports to the Executive Director.

Hourly rate: \$18 - \$25 (Negotiable, based on experience)

**To apply:** Submit a cover letter describing motivations, qualifications and related experience, along with your resume attached to email to: [celisa@cowichecanyon.org](mailto:celisa@cowichecanyon.org)

Application review starts June 15. Open until filled.