Conservation Stewardship Technician

Organizational Information:
The Galveston Bay Foundation (GBF) is a nonprofit organization located on the Upper Texas Coast that has worked for 32 years to preserve and enhance one of the world’s most productive estuaries—Galveston Bay—as a healthy and productive place for generations to come. We have diverse programs in land conservation, habitat restoration, water quality and quantity, youth education, and advocacy.

Since 1987, GBF has conserved over 8,000 acres of coastal habitat through property acquisitions and conservation easements and is working to substantially increase acreage conserved in the coming years. GBF is an Accredited Land Trust and a member of the Land Trust Alliance (LTA) and the Texas Land Trust Council (TLTC).

Our office is located approximately 25 miles southeast of downtown Houston in the Clear Lake area. To learn more about the Galveston Bay Foundation, please visit www.galvbay.org or find us on social media.

Position Title: Conservation Stewardship Technician
Reports to: Director of Land Conservation
Classification: Full-time, exempt
Salary range: Commensurate with experience. Benefits package includes health insurance options, long-term disability insurance, retirement savings with company match, and paid time off accrual

Position Summary:
GBF’s Conservation Stewardship Technician fulfills critical roles within our Land Conservation program, ensuring that coastal habitats on GBF conservation properties are well maintained and stewarded to support wildlife and fisheries and protect water quality. The duties of this position are diverse, and the Conservation Stewardship Technician must be equally adept at handling both field and administrative tasks and in working independently as well as with teams of staff and volunteers.

Key Duties and Responsibilities:

Stewardship of GBF conservation properties and facilities, including:

- Implementing habitat management and restoration plans for existing conservation properties and developing habitat management strategies for new properties
- Monitoring conservation properties and preparing annual written reports
- Maintaining facilities at GBF properties, such as the EcoCenter and Trinity Bay Discovery Center
- Conducting invasive species control, brush management, and habitat restoration using small tractors, hand tools, herbicide, and other approved methods
- Training and leading groups of volunteers to conduct land maintenance and management efforts
- Assisting with specific habitat restoration and enhancement projects, as directed by Director of Land Conservation
Administration of land conservation program, including:

- Creating and maintaining management plans and fact sheets for each conservation property
- Maintaining conservation property files and ensuring all recordkeeping requirements are met
- Attending and taking notes at Conservation Assistance Program (CAP) workgroup meetings and Land Committee meetings
- Developing content and maintaining the land conservation webpage on the GBF website with relevant information about our land conservation and stewardship program
- Managing grants and seeking out new funding opportunities for land stewardship and habitat management/restoration
- Overseeing seasonal stewardship technicians to accomplish habitat management and maintenance goals

Key Qualifications:

- Bachelor’s degree required in field of study such as environmental management, natural resources management, rangeland management, wildlife biology, or another related field
- A minimum of two years of professional experience
- Demonstrated field skills (tractors, boats, trailers, 4x4 vehicles, chainsaws, herbicide application, etc. strongly desired)
- A passion for land conservation and habitat management and a strong safety ethic
- Outgoing personality and strong interpersonal skills, including the ability to develop and manage productive relationships with staff, volunteers, landowners, partners, vendors, and others
- Must work well in a team-oriented environment as well as independently, once trained
- Demonstrated organizational skills and attention to detail with a focus on results
- Exceptional communication skills, both verbal and written
- Ability to work independently, once trained; track progress toward goals; efficiently manage time and meet deadlines
- Proficiency in Microsoft Office software including Word, Excel, PowerPoint, and Outlook
- Proficiency using GPS and GIS programs to capture data and create functional maps
- Ability to travel to local conservation properties, meetings, etc. in personal vehicle (mileage reimbursable)

To apply, email cover letter and resume to jobs@galvbay.org by Friday, May 3, 2019. Please reference position title in subject line of email.

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