

Employment Opportunity

Position Title: Preserve Assistant

Status: Non-exempt/hourly/35 hours per week

Reports to: Preserve Manager

Job Summary: The Preserve Assistant supports the Preserve Manager to care for the preserve's natural resources and infrastructure. Under the Preserve Manager's supervision they conduct maintenance of facilities including buildings, roads, trails, water systems, fences, vehicles, and tools. They participate in natural resource planning and conservation management of the flora and fauna of the preserve, including management tools such as the grazing program, invasive organism removal and biological monitoring of the ecological health of the preserve. The Preserve Assistant works with volunteers and contractors working on the preserve and serves as an ambassador of Pepperwood to visitors on an as-needed basis. May require weekend or evening assignments as needed.

Essential Functions:

- Implement preserve management procedures, protocols and systems
- Maintain buildings, roads, trails, fences, water systems, vehicles and tools
- Assist with vegetation management, including grazing, Douglas-fir control, invasive plant and non-native animal control programs
- Assist with the implementation of the Pepperwood Adaptive Management Plan including land management monitoring
- Document preserve management activities and outcomes using GPS, Excel, and web-based mapping tools
- Provide for preserve security with regular patrols, checking gates, fences and signage
- Interface with visitors and provides orientation to group leaders
- Interact with volunteers, researchers and public visitors
- Support Preserve Manager

Essential Requirements:

- Bachelors degree in biological sciences, natural resources, and/or environmental studies
- Minimum of 2 years experience in natural resource management or equivalent coursework
- Willing to learn how to work within contract/project management context
- Experience with a wide variety of tools and tool maintenance including chain saw, tractor mower, and construction tools
- Experience maintaining vehicles and small engines
- Willing to use a range of vegetation management techniques including manual removal, flaming, and chemical treatment
- Excellent computer skills including Microsoft Office

- Excellent people skills; friendly, warm and personable
- Ability to learn new web-based tools as needed
- Familiarity with regional botany and plant identification
- Familiarity with basic wildlife identification and management issues
- Clear communication skills verbally and in writing
- Excellent team player
- Seeks guidance when needed but able to work independently
- CA Driver's license and good driver's record

Non-essential requirements:

- Class B license
- Current CPR, First Aid, Wilderness First Aid certification
- Spanish speaking
- Experience with herbicide application

Work Environment: Central office with cubicle work space: temperate climate, office lighting, and computer workstation. Remote field locations on preserve: uneven terrain, limited vehicle access and cell phone reception, sometimes solitary. Vegetation management can entail work with herbicides.

Physical Requirements: For administrative and management duties: continuous sitting, fine finger movements, visual capacity to work with computer station, ability to navigate 2-story administrative office. For field work: ability to hike 8 miles in varying terrain; perform manual labor in extreme weather conditions; lift up to 80 lbs; visual capacity to use binoculars and GPS unit. Familiarity managing hazards including ticks, poison oak and rattlesnakes.

To apply: Qualified applicants are encouraged to submit a cover letter and resume by **November 15, 2016** to pepperwoodpreservehr@gmail.com. No phone calls please. We will contact candidates directly who are selected for in-person interviews.