

## JOB DESCRIPTION



<b>JOB TITLE</b>	Independence Lake Preserve Assistant
<b>JOB FAMILY</b>	Conservation
<b>JOB NUMBER</b>	450002
<b>SALARY GRADE</b>	2
<b>STATUS</b>	Hourly (\$16/hour for 40-hour week)
<b>DATE</b>	January 2022

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### A LITTLE ABOUT US

Founded in 1951, the Nature Conservancy is a global conservation organization dedicated to conserving the lands and waters on which all life depends. Guided by science, we create innovative, on-the-ground solutions to our world's toughest challenges so that nature and people can thrive together. We are tackling climate change, conserving lands, waters, and oceans at unprecedented scale, providing food and water sustainably and helping make cities more sustainable. One of our core values is our commitment to diversity. Therefore, we strive for a globally diverse and culturally competent workforce. Working in 72 countries, including all 50 United States, we use a collaborative approach that engages local communities, governments, the private sector, and other partners. To learn more, visit [www.nature.org](http://www.nature.org) or follow @nature\_press on Twitter

### YOUR POSITION WITH TNC

The Independence Lake Preserve Assistant is responsible for the daily operation and management of the Nature Conservancy's Independence Lake Preserve. The Preserve is a 2,300-acre nature preserve that is situated in the Sierra Nevada in Sierra and Nevada Counties in California, approximately 15 miles north of Truckee, CA. The Preserve Assistant will implement the day-to-day activities of the preserve including overall preserve and facilities maintenance, public outreach and recreation management, and other related activities, under the supervision of the Independence Lake Preserve Manager. Some of the Assistant's time will be spent working in the field with volunteers, interacting with the public, and will assist the Watercraft Manager with the in-basin watercraft program. This position requires working independently and as part of a team, sometimes in difficult physical conditions. This is a 6-month seasonal position beginning in May. Must have valid driver's license and safe driving record. The Preserve Assistant will be expected to live at the Preserve in a camper/travel trailer.

### ESSENTIAL FUNCTIONS

The Independence Lake Preserve Assistant participates in preserve operations, maintenance, and management. This may include one or more of the following functions:

- Maintaining preserve areas frequented by the visiting public.
- Interacting with the public on nearly a daily basis, including assisting with operation of an on-site watercraft program (motorboats and kayaks) for the public.
- Providing visitors to the preserve a safe and positive experience with the Conservancy
- Monitoring for the presence of invasive species and removing invasive species, as appropriate.
- Assisting with a variety of management tasks including but not limited to: electric fence maintenance and construction, building and equipment maintenance, trail layout and clearing, posting signs and other tasks as necessary.
- Maintaining preserve buildings, tools, and equipment (e.g., generators, solar arrays, water systems, motorboats, kayaks, etc.).
- Assisting with research, habitat restoration projects, and scientific monitoring/data collection.

### RESPONSIBILITIES & SCOPE

- Supervises no staff, but may help plan and direct preserve work groups, including other staff, interns, or volunteers.
- May work under close supervision or infrequent supervision.
- Performs outdoor physical work.
- May resolve preserve management problems independently as delegated.
- Consults with Preserve Manager to develop plans for resolution of unusual or complex problems.
- Monitor the progress of work groups toward achieving preserve management goals.
- Make day-to-day decisions as delegated by Preserve Manager.
- Ability to convey work instructions to other preserve management team members, including interns and volunteers.
- Ability to professionally represent the Conservancy with preserve visitors and to convey basic preserve information, possibly leading preserve field trips.
- Ability to function productively as a member or leader of a work team.

The Preserve Assistant may work in variable weather conditions, at remote locations, on difficult and hazardous terrain, and under physically demanding circumstances. These conditions:

- require considerable physical exertion and/or muscular strain
- present frequent possibility of injury
- require long hours in isolated settings

### MINIMUM QUALIFICATIONS

- High school diploma or GED and 6 months of related experience
- Comfortable interacting with a variety of people ranging from anglers to wildlife enthusiasts to ranchers.
- Experience operating various types of equipment in a safe and efficient manner (e.g., power tools, chainsaw, 2-way radios, kayaks, motorboats etc.).
- Must be able to obtain related licenses or certifications as required. (e.g., First Aid, CPR, herbicide, or pesticide application).
- Must have valid driver's license and safe driving record.

### DESIRED QUALIFICATIONS

- Bachelor's degree in biology, ecology, natural resources management or related field and two years related work experience or related experience in land management.
- Experience with basic building and equipment maintenance.
- Experience working with or knowledge of natural systems. Ability to recognize plant and animal species as required to complete preserve management activities.
- Ability to follow instructions and perform tasks in a timely fashion.
- Ability to perform physical work, sometimes under adverse conditions or in inclement weather.
- PC familiarity, including database knowledge, in order to maintain preserve records.

### HOW TO APPLY

To apply for job ID 50803, submit your materials online by using the Apply Now button at <https://careers.nature.org/>. Need help applying? Visit our recruitment page or contact [applyhelp@tnc.org](mailto:applyhelp@tnc.org).

**The Nature Conservancy is an Equal Opportunity Employer.** Our commitment to diversity includes the recognition that our conservation mission is best advanced by the leadership and contributions of people of diverse backgrounds, beliefs and culture. Recruiting and mentoring staff to create an inclusive organization that reflects our global character is a priority and we encourage applicants from all cultures, races, colors, religions, sexes, national or regional origins, ages, disability status, sexual orientation, gender identity, military, protected veteran status or other status protected by law.

TNC is committed to offering accommodations for qualified individuals with disabilities and disabled veterans in our job application process. If you need assistance or an accommodation due to a disability, please send a note to [applyhelp@tnc.org](mailto:applyhelp@tnc.org) with *Request for Accommodation* in the subject line.

### ORGANIZATIONAL COMPETENCIES

<b>Builds Relationships</b>	Builds productive relationships by interacting with others in ways that enhance mutual trust and commitment.
<b>Collaboration &amp; Teamwork</b>	Works collaboratively with stakeholders across levels, geographies, backgrounds, and cultures to improve decisions, strengthen commitment, and be more effective.
<b>Communicates Authentically</b>	Communicates proactively and in a timely manner to share information, persuade, and influence with the appropriate level of detail, tone, and opportunities for feedback.
<b>Develops Others</b>	Takes ownership to help develop others' skills, behaviors, and mindsets to help them maximize their workplace contributions.
<b>Drives for Results</b>	Sets challenging goals and objectives based on a strong sense of purpose and high-performance standards and steadfastly pushes self and others for tangible results, while ensuring work-life balance.
<b>Leverages Difference</b>	Demonstrates commitment to harnessing the power of differences strategically; consistently sees, learns from, and takes strategic action related to difference; and demonstrates the self-awareness and behaviors to work across differences of identity and power respectfully and effectively with all stakeholder. Actively seeks to build and retain a diverse workforce and fosters an equitable inclusive workplace by drawing upon diverse perspectives.
<b>Systems Leadership</b>	Thinks and acts from a broad perspective with a long-term view and an understanding of 1) the dynamic nature of large-scale challenges and 2) the need for integrating five key practices: skillfully engaging appropriate people; providing a clear process for change; taking a holistic view of situations; focusing on a small number of strategic actions, while learning from and adapting them over time; and being aware of how one's own thinking or patterns of behavior may be limiting change.

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*This description is not designed to be a complete list of all duties and responsibilities required for this job.*

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