



Position Description Sierra Nevada AmeriCorps Partnership

Host Site – Northern California Regional Land Trust, Chico, CA	
Position Title:	Type:
<i>Stewardship Assistant</i>	<input checked="" type="checkbox"/> Full Term <input type="checkbox"/> 3/4 Term <input type="checkbox"/> Half Term

Organizational Background: The Northern California Regional Land Trust (NCRLT) is a 501(c)(3) nonprofit land conservation organization that owns, manages, and holds conservation easements on more than 40,000 acres in Butte, Glenn, and Tehama Counties in Northern California. NCRLT assists landowners, agencies, and other conservation partners in the voluntary protection of land and other natural resources. The management structure includes a Board of Directors, an Executive Director, a Stewardship Director, and a Conservation Director. The Board of Directors, Board committees and Executive Director collaborate to manage the Land Trust’s strategic plan, reputation, and benefits to the communities it serves. The full Board of Directors meets monthly, with periodic committee meetings to determine policy and makes resolutions to guide the strategic work of the organization.

Number of Member Positions at this Site: 1

Site Supervisor’s Name(s) and Title(s):

Hannah Espinosa, Stewardship Director

Position Description: The following points outline the minimum responsibilities of the Stewardship Assistant, but additional, closely aligned tasks may be assigned based on organizational needs:

- Assist with stewardship activities related to Geographic Information Systems (GIS) and reporting for conservation easements and projects of the land trust.
- Prepare maps for review, analysis, and preliminary interpretation of land use conservation, in the context of easements and related documents and agreements.
- Assist with annual conservation easement monitoring, GIS mapping, and reporting for 35+ properties across Butte, Glenn, Tehama, Plumas, and Shasta counties.
- Support Senior Staff with project development and conservation easement acquisition, including grant development, data collection and analysis, and community cultivation.
- Provide project support requested by the Stewardship Director and Executive Director, including supporting community engagement programs, identifying efficient organizational protocols and procedures for conservation easement monitoring, reporting, resource

analysis, violation and prevention policy and procedures, landowner engagement, and conflict/problem resolution.

- Capacity to perform field work/service in adverse weather conditions and follow procedures for monitoring, stewardship activities, and conservation assessments.

Site-Specific Training Provided: *California Council of Land Trust (CCLT) Conference, ATV Training, Defensive Driving Training, Upstream Tech Remote Monitoring Training, Land Trust Alliance (LTA) Stewardship Online Training and Webinars.*

Things to Note: Able to hike up to 5 miles in one day; be outdoors for up to 8 hours in all weather conditions; clean driving record; comfortable driving or riding in an ATV/UTV.

SERVICE HOURS							
8-hour days	10-hour days	10+ hour days					
100%	0%	0%					
Housing Offered through Site: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Vehicle provided for Placement Site work: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<i>We provide a vehicle for driving to work sites from the office. We do not have a vehicle for the staff to drive from home to the office.</i>					
TYPES OF SERVICE							
Field Service <i>(field surveys, maintenance, etc.)</i>	Office Tasks <i>(data entry, GIS, writing, social media, event planning, etc.)</i>	Travel <i>(travel to field work and project Sites)</i>	Restoration and Assessment <i>(habitat restoration, fish surveys, baseline documentation reports, post-fire surveys, etc.)</i>	Education <i>(teaching, citizen science, co-leading hikes, attending community outreach events, presentation, etc.)</i>	Volunteer Recruitment & Management	Member Training <i>(Site-specific training, conferences, and development opportunities)</i>	Other <i>(gear and equipment maintenance, outreach, etc.)</i>
30%	50%	3%	5%	5%	1%	5%	1%

National Service Benefits:

- Up to 27,500 living allowance for term of service, \$2,500 per month.
- Segal AmeriCorps Education Award upon successful completion of hours for enrolled term of service.
- California For All Education Award (for Full Term members only) supplements the Segal Education Award for a combined total of \$10,000. (FT/1700 hr members only)
- Healthcare, Dental, Vision coverage for members (FT/1700 hr members only)

- Childcare assistance if eligible (FT/1700 hr members only)
- Student Loan Deferment & Interest Forbearance if eligible.
- Member Development fund of \$500 to support training, networking, and professional development opportunities that can be utilized and will be valued by future employers after the service term is completed.
- AmeriCorps members who successfully complete a service term will earn an education award; respective amounts per service hours are listed below:

	Estimated Start Date	Total Hours	Hours of Training	Education Award
Full Time	11/1	1700	340	\$10,000.00
3/4 Time	2/1	1200	240	\$4,826.50
Half Time	4/1	900	170	\$3,447.50
Reduced-Half	5/16	675	135	\$2,626.27

National Service Qualifications:

- Must be 18+ years of age and high school graduates or GED recipients (or minimum of 17 and working toward a high school diploma or GED); members must agree to obtain either a diploma or GED before using an education award; meeting full list of member eligibility requirements in 45 CFR §2522.200(a)
- Must be a U.S. citizen, U.S. national or lawful permanent resident
- Must participate in a national criminal history background check pursuant to 45 CFR §2540.200-206

Host Site Desired Qualifications:

- Experience with ArcGIS Pro, Survey123, Gaia, Google suite.
- A desire to serve NCRLT's mission to conserve and protect land
- An ability to learn from and improve on prior experience, with a growth mindset
- Prior work experience in land use, scientific research program, inventory, related field.
- Strong field habits for inquiry, observation, and recording data.
- Ability to work outside for long durations in the sometimes steep and uneven terrain.
- Strong written and oral communication skills.
- Ability to work independently and as part of a collaborative team.

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