

Organization: Cape Elizabeth Land Trust

Position Title: Summer Stewardship Assistant

Classification: Temporary Part -Time Position non-exempt , 20 hours/week for 10 weeks (June 10 – August 16, 2024 preferred with some flexibility for start and end date if needed)

Pay: \$15 - 16/hour

Benefits: Paid holidays

Reports To: Stewardship Manager

Overview: Spend your summer working outside in beautiful Cape Elizabeth, just south of Portland, Maine! This position provides an opportunity to learn about and assist with land conservation, coastal Maine ecology, field data collection, trail and property stewardship, volunteer coordination, and work group management. The summer will be divided into three chapters: wide-ranging introductions, project implementations, and an independent project.

Requirements:

- Self-motivated and able to work independently with minimal supervision
- Enthusiastic about the outdoors and conservation
- Comfortable working outside for extended periods of time
- Able to work occasional evenings and weekends
- Able to provide reliable transportation (mileage will be reimbursed at IRS rate)
- Proficient with Microsoft Office and Google Suite

Other Relevant Experience:

- Landscaping and forestry
- Geographic Information Systems (GIS), especially ESRI Field Maps, ArcGIS Online, and ArcGIS Pro
- Environmental education
- Photography, videography, and other content creation
- While this position is geared towards undergraduate students and recent graduates, this is not a requirement for consideration

Responsibilities:

- Trail improvement projects, such as improved signage, filling muddy spots, and boardwalk construction
- Performing some properties' annual monitoring walks and writing the appropriate reports
- Invasive species management and removal
- Organizing paper and electronic records, including landowner correspondences and legal documents
- Coordinate volunteer work groups and stewardship events on a regular basis
- Other tasks based on skills, interests, and new topics that arise

To Apply: Please upload one PDF labeled with your name that includes a cover letter, your resume, and contact information for three academic or professional references to [https://www.dropbox.com/request/ef93Je9VWCJK\[zMDxw\]l](https://www.dropbox.com/request/ef93Je9VWCJK[zMDxw]l). You will receive an automatic reply from Dropbox when your application is successfully uploaded. Applications will be accepted until the position is filled. We will start the review of applications on Wednesday, April 3, 2024.

Cape Elizabeth Land Trust (CELT) is an equal opportunity employer and will not discriminate on the basis of race, color, creed, religion, national origin, sex, gender identity, sexual orientation, marital status, veteran status, genetic information, ancestry, age, political or union affiliation, pregnancy or related medical conditions, veteran status, or any other status or classification protected by applicable law. Disabilities will be considered only as they may relate to the candidate's ability to fulfill job requirements. CELT understands that protecting and caring for lands requires an intentional commitment to inclusive practices within the conservation movement.

This position can be fairly flexible with when the 20 hours are worked each week. This role can fit with another 20 hour / week position if interested. For inquiries on seasonal job positions for Friends of Fort Williams Park in Cape Elizabeth, Maine, send to Andrea Southworth, Ecology Project Manager: asouthworth@fortwilliams.org.