

Pennypack Ecological Restoration Trust
Research & Restoration Coordinator

Description: The Research & Restoration Coordinator position has three principal responsibilities:

1. contributing to the design and implementation of ecological research relevant to the mission of the Trust through internal and external partnerships
2. assists with natural area stewardship, including prioritization of stewardship team activities, determination of best management practices, & administration of related volunteer programs
3. serving as an educator and ambassador to the membership, public, and professional colleagues.

The successful candidate must have a robust understanding of and respect for the scientific method, be able to navigate challenging levels of ambiguity, and be tolerant of failure but driven to pursue solutions. Because the Coordinator has extensive contact with volunteers, members, public, and professional colleagues, the position requires an individual who is personable, outgoing, patient, even-tempered, enthusiastic, and accessible.

Qualifications: Bachelor's degree in biology, zoology, botany, natural resources management, ecological restoration, or similar discipline; advanced degree strongly preferred. Minimum of three years' practical, "hands on" experience in natural area management, ecological restoration, land stewardship or similar occupation required, plus experience with the design, implementation, and/or management of ecological field experiments. Must have good writing and computer skills in order to contribute to the Trust's publications and ArcGIS-based land stewardship database.

This is a salaried position exempt from overtime compensation. Flexible working hours and remote work are available. Limited weekend and evening work will be expected on at least a monthly basis.

Reports to: Executive Director.

Responsibilities:

Design and Implementation of Ecological Research.

- A. Assists the Executive Director and other staff in developing, maintaining, and communicating the results of ecological research projects related to natural succession, invasive species control, wildlife management, and enhancing the survival, growth, and proliferation of desirable species.
- B. Facilitates relationships with external scientific investigators & provides field assistance when needed.
- C. Periodic grant writing & administration, in collaboration with the Executive Director, to support research efforts.

I. Natural Area Stewardship:

- A. Assumes responsibility for scheduling and/or performing land management tasks including, but not limited to:
 - Inventorying biological diversity;

- Oversee protection of unique high quality habitats;
 - Invasive species control and management;
 - Native tree, shrub and herb planting and maintenance;
 - Herbicide application;
 - Field mowing
 - Winter projects (special infrastructure and restoration projects)
 - Trail maintenance & signage
- B. Maintains comprehensive digital records of tasks accomplished related land stewardship. The coordinator will further develop and document data management procedure.
- C. Keeps abreast of advances in natural area stewardship.
- D. Serves as the staff liaison with the Stewardship Committee of the Board of Directors.
- E. Leads conservation easement annual reviews and coordination with landowners.
- F. Oversees the deer management program, including serving as the staff liaison with the Pennsylvania Game Commission & scientists at Bryn Athyn College.
- G. Periodic grant writing & administration, in collaboration with the Executive Director, to support restoration projects.

II. Outreach/Education.

- A. Collaborates with Education & Outreach Coordinator to present programs of interest to the Trust's membership and the public, including leading natural history tours, and recruiting guest lecturers.
- B. Represents the Trust at regional conferences, professional working groups, and task forces, including the presentation of Trust sponsored research and stewardship activities.

General:

Keeps the Executive Director & Stewardship team apprised of activities on a weekly basis.

Contributes manuscripts and ideas to the Trust's quarterly publications.

Assumes responsibility for special assignments when requested by the Executive Director.

Submit resume and cover letter to Chris Mendel, Executive Director: cmendel@pennypacktrust.org