



Preserving & Restoring Land
For Future Generations

Stewardship Coordinator

Pennypack Ecological Restoration Trust, a vibrant, regional non-profit land trust and 956-acre nature preserve, seeks a full-time (40 hours per week) Stewardship Coordinator to join our team in Huntingdon Valley, Pennsylvania. This role will serve as a lead steward under the Stewardship Manager, supporting their restoration and land management initiatives and facilitating daily work tasks by leading junior work crews. We are looking for a person who is passionate about the field of conservation and restoration ecology and who will serve as a mentor and model of professional stewardship for early-career interns and staff.

Primary Responsibilities

- Lead team of interns and part-time staff in carrying out seasonal stewardship workplans
- Develop daily tasks and crew orientation for safe and efficient management of ecological restoration projects in woodlands, meadows and riparian corridors
- Conduct native tree/shrub/forb planting and follow-up maintenance with staff and volunteers
- Manage invasive plants with mechanical equipment and herbicide applications
- General stewardship (e.g., mowing, weed whacking, trail corridor clearing and maintenance, fallen tree/debris removal, light carpentry)
- Operate and maintain equipment (trucks, gators, tractors, trimmers, chainsaws, sprayers, etc.)
- Support ongoing research with field data collection in ArcGIS Field Maps and Survey 123
- Occasionally assist with special events on evenings and weekends
- Occasionally conduct training sessions/demonstrations to teach crew members/interns or peer institutions or municipal employees

Necessary Experience

- Bachelor's degree in natural sciences, horticulture, or landscape trades
- Minimum two years' experience in the field of ecological restoration
- A passion for PERT's mission and a strong desire to forge lasting relationships that support that mission
- Strong knowledge of Pennsylvania's native ecology, restoration, and invasive management
- Knowledge of mechanical land maintenance equipment and its maintenance
- Outstanding written and oral communication skills
- Excellent organizational skills, thoroughness, and attention to detail
- Demonstrated leadership skills and ability to confidently lead and instruct field crews with a variety of skill and experience levels

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- Demonstrated ability to take initiative, problem-solve independently and collaboratively, and follow through on projects
- Strong computer skills including proficiency with word processing and spreadsheet programs
- The successful candidate must be certified by First Aid/CPR/AED within 90 days of employment
- A PA Pesticide Applicator License must be attained within 6 months of employment.

Advanced Experience

- Certification in GIS technology and/or GIS devices.
- PA Certified Arborist
- Level I & II Game of Logging or equivalent training

Physical Requirements/Working Conditions

This is a field position with occasional office time. Ability to sit, stand, bend, squat and carry up to 50 pounds is required. This position involves frequent walking throughout the preserve on uneven terrain to work in natural areas. Ability to tolerate cold or hot/humid conditions, frequent time outside in forest, fields, and thick vegetation that may contain ticks and poison ivy. A reliable vehicle and valid driver's license are required. PA child abuse clearance and a clean criminal background are required.

Compensation, Benefits & Schedule

The starting salary is \$47,500. The employee is offered a full range of benefits including paid time off, certain (but not all) paid holidays, healthcare, dental, life insurance, and a limited retirement savings match plan after one year of service.

The position is in-person-only and works Monday-Friday 7:30 AM - 3:30 PM.

This position reports to the Stewardship Manager and works closely with the Horticultural Specialist, Grounds Keeper, Director of Research & Restoration, and Volunteer Coordinator.

To Apply: Email your resume and cover letter to Chris Mendel, Executive Director, at cmendel@pennypacktrust.org

The Pennypack Ecological Restoration Trust is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, age, national origin, sexual orientation, disability, or veteran status. We aim to build a workplace where employees feel empowered to bring their full, authentic selves to work.