



## Job Description

### Stewardship Associate/Biologist

**Position Type:** Full Time. Working hours are forty hours per week, with occasional weekend work for volunteer activities. Reports to Conservation Director.

**Salary and benefits:** Salary commensurate with experience and skills. Employee benefits include medical, dental and 403b retirement account. Paid vacation and holidays.

**Education requirements:** Bachelor's degree (Masters preferred) in natural resource management, plant or wildlife ecology, or related field.

**Physical Requirements:** Ability to walk up to several miles per day over rough terrain in year round conditions. Working both in office and outdoors (all seasons).

**Travel:** Willingness and ability to travel, as required. Must possess reliable transportation for visiting properties throughout the PVPLC's service area.

#### Introduction:

The Palos Verdes Peninsula Land Conservancy (PVPLC) is a nonprofit organization, which works cooperatively with cities, property owners and environmental groups, locating funds for purchasing land, restoring native habitats, and promoting the conservation of natural open space. Our work covers the geographic Palos Verdes Peninsula. PVPLC's mission is to *preserve land and restore habitat for the enjoyment and education of all.*

#### Position Summary

The Stewardship Associate provides support for the management of the Palos Verdes Peninsula Land Conservancy's (PVPLC) managed properties, biological monitoring, reporting, mapping, grant writing, community outreach, and associated record keeping. Additionally, this biologist position oversees community science monitoring programs, oversees student/professional research projects, manages conservation easement monitoring program, and ensures compliance measures are implemented for projects taking place in the Rancho Palos Verdes NCCP/HCP and other managed areas.

#### Responsibilities

- Conduct annual conservation easement monitoring, documentation and follow up
- Conduct GPS and GIS mapping for restoration, trails, and communications needs. Manage GIS databases and licenses
- Conduct or oversee biological monitoring related to NCCP/HCP requirements: restoration monitoring projects (transects), CNPS IB rare plant monitoring, bird monitoring (CA gnatcatcher, cactus wren and nesting bird surveys), and invasive plant removal program database
- Monitor habitat of the Palos Verdes blue butterfly.
- Coordinate and represent PVPLC among regional resource groups (Cactus wren working group, El

Segundo blue butterfly working group, Palos Verdes Blue Butterfly partners, etc.)

- Educate, instruct and oversee research interns and community science volunteers
- Grant writing and management for some conservation projects
- Assist the Conservation Director and other staff writing annual monitoring and grant reports
- Provide biological monitoring services for City or other contractors
- Maintain accurate office records/computer files relating to the position
- Coordinate with PVPLC communications and development team for mapping and graphic needs
- Assist with functions and events as needed
- Conduct other tasks and special duties as assigned
- Work cooperatively with, and maintain good communications with, other staff and Board members

### **Qualifications**

- Bachelor's degree (Masters preferred) in natural resource management, plant or wildlife ecology, or related field and 2+ years demonstrated field experience.
- Excellent oral and written communication skills with experience writing technical reports and grants.
- Ability to work independently and as a team member with strong organizational and time management skills
- Ability to build strong relationships with stakeholders and manage volunteers for research and citizen science programs
- Demonstrated experience creating maps and managing data with the current generation of ArcGIS software (ArcGIS Online/Field Maps) products and statistical software
- Extensive knowledge of Southern California coastal sage scrub and native grassland ecosystems; ecological restoration theory and techniques, including planning, implementation, maintenance and monitoring
- 10(a)1(A) permit for California gnatcatcher, Palos Verdes Blue and/or El Segundo Blue a plus
- Experience with avian and vegetation monitoring methods, permitting, NCCP's and/or California Environmental Quality Act
- Ability to walk up to several miles per day over rough terrain in year round conditions

**To apply:** Please send a cover letter and resume to [info@pvplc.org](mailto:info@pvplc.org) with "Stewardship Associate" in the subject line. We are looking for a thoughtful, personalized cover letter that demonstrates your qualifications.