



Job Description

Field Operations Assistant

Position Type: Part- time, Seasonal. Work hours are 15-25 hours per week.

Salary and benefits: Wage commensurate with experience and skills.

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.

Job Description: The Field Operations Assistant will work with the Operations Specialist to maintain infrastructure throughout the PVPLC managed nature preserves. This includes closing unauthorized trails, general trail maintenance, signage installation and repair and providing general support for the management of the specified lands. This position reports to the Stewardship Manager.

Responsibilities:

- Conduct trail closures and rehabilitation projects.
- Maintain accurate records/computer files relating to their position.
- Maintain signs, kiosks and other property infrastructure
- Remove trash and debris from the property
- Work cooperatively with, and maintain good communications with, other staff and Board members.
- Conduct other tasks and special duties as assigned.

Qualifications:

- Professional attitude and demeanor
- Highly motivated and responsible
- Regular and consistent attendance
- Valid CA driver's license and a good driving record
- Proof of citizenship or green card
- Experience in landscape maintenance, trail maintenance or equivalent education
- Ability to operate and maintain hand and power tools and equipment

- Good written and verbal communication skills
- Ability to work outside, lift 50 pounds, perform physical labor, and walk up to several miles per day over rough terrain in year round conditions
- Self-motivated person who works well in a team environment
- Knowledge of California native plants is helpful

Desired Skills:

- Experience with PowerPoint and Microsoft Office, Excel, Google Suite Applications and GIS technologies
- CA Native plant identification.

To Apply: Please submit a cover letter and resume with references to: info@pvplc.org