



SHADOW Lake Nature Preserve

PO Box 58963 // 21656 184th Ave SE

Renton, WA 98058

shadowhabitat.org

info@shadowhabitat.org

(425) 432 4914

Position Title: Land Management Specialist

This is a part-time, hourly position. The Land Management Specialist is responsible for leading SHADOW's restoration projects and SHADOW's general maintenance/land management work around the Nature Preserve grounds. This includes leading volunteer groups in the field, maintaining SHADOW's trail system, noxious weed control, and facilities maintenance.

The ideal candidate is driven, well-organized and self-sufficient, with high emotional intelligence and a passion for environmental conservation.

Salary, Benefits, Schedule

Benefits: Part-time employees receive paid sick leave and accrue paid time off.

Hourly: 20-24 hours/week

Pay Rate: \$20.00 - \$24.00/hour DOE

Schedule: Two weekdays a week & must be available to work most Saturdays; some alternative days, nights, and Sundays may be required with advanced notice. **SHADOW's Office is open Tuesday – Saturday.**

Work Location: SHADOW Lake Nature Preserve **21656 184th Ave SE Renton WA 98058**

Primary Roles & Responsibilities:

Maintenance & Grounds Management (60%)

- Ensure all facilities, trails, signage, parking areas, equipment, and tools are maintained, clean, and in good working condition.
- Prioritize, track & manage noxious weeds throughout the Nature Preserve grounds.
- Monitor & assess SHADOW's maintenance needs; work with SHADOW's Executive Director and Board of Directors to prioritize and accomplish large maintenance tasks and special projects.
- Host Saturday Work Parties with volunteer groups; Lead volunteers in accomplishing maintenance, restoration, and land management projects; incorporate stewardship education into volunteer roles and work parties.
- Work, as assigned, with Executive Director in developing long-term land management plans for SHADOW's parcels to help progress SHADOW towards Land Trust Alliance accreditation.

SHADOW Lake Nature Preserve acquires and restores critical lands to permanently protect and steward dwindling wildlife habitat while engaging and educating all.



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Restoration Projects (20%)

- Oversee SHADOW's current restoration projects which includes completing all monitoring requirements, overseeing contractors, coordinating with partners & landowners, & updating SHADOW's leadership on restoration project status.
- Work with Executive Director, partners, & SHADOW's Board of Directors to identify and prioritize restoration needs and future projects.
- Work with and develop relationships with partner organizations to progress SHADOW's restoration and land management projects.

Volunteer Management, Office Duties, & Grants (10%)

- Help recruit and oversee all restoration & maintenance volunteers.
- Work with SHADOW's Executive Director to identify and seek grant funding for the restoration, maintenance, & land management programs and projects.
- Ensure proper data collection and entry of all restoration & maintenance volunteer hours.

Community Engagement & Outreach (10%)

- Participate in the execution of SHADOW's major events; staff all major events; maintain and prepare grounds for events at SHADOW.
- Expand SHADOW's partner network to help progress our mission and vision.
- Contribute to SHADOW's monthly newsletter as assigned.
- Provide photos and social media content from restoration and grounds activities to SHADOW's Outreach Lead as needed.
- Support education staff with guided tours & stewardship related classes on SHADOW's grounds as needed.
- Work with the Executive Director and Outreach Lead to promote Saturday Work Parties, stewardship opportunities, and other related volunteer opportunities at SHADOW.

Qualifications

- Two years of college-level coursework in environmental science, forestry, &/or land conservation.
- 1–2 years of relevant experience in land management, noxious weed management, restoration, or another relevant field.
- Knowledge of Western Washington's native plants, common noxious weeds, and/or restoration techniques.
- Strong verbal and written communications skills.
- Self-motivated, self-starter.

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- Proven ability to work in a fast-paced environment and strong time management skills.
- Ability to work independently and as part of a team.
- Demonstrated leadership skills and the ability to manage large projects and volunteer groups.
- Proficiency in Microsoft Office Suite: Word, Excel, and PowerPoint.
- Ability to work Saturdays.

Desired Qualifications

- Experience working with ArcGIS Online.
- Possession of or ability to acquire a WA State pesticide applicators license.

To be considered

Please submit cover letter and current resume in PDF format.

Devon Clemens, Executive Director – info@shadowhabitat.org

CC: Max Prinsen, Board President - max@shadowhabitat.org

Subject: Land Management Specialist Applicant

No phone calls please.

Please submit applications by December 15th for priority consideration.

Applications will be accepted until position is filled. *SHADOW is an equal opportunity employer. Criminal background screening and successful past employer reference checks will be conducted. SHADOW is an 'at will' employer.*

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