



Job Recruitment: Conservation Project Manager

The Organization: Lassen Land & Trails Trust (LLTT) is a 501(c)(3) non-profit land trust dedicated to conserving significant natural areas & agricultural landscapes, and to promoting and enhancing a public trail system throughout Lassen County. Lassen Land & Trails Trust seeks to protect land for the sake of the environment, the benefit of people, and the connections between them. Just as diversity strengthens a natural ecosystem, we know it makes our communities stronger and more resilient, and we are committed to building a team that reflects and celebrates differences in our personal experiences, identities, and skills.

Job Summary: LLTT is seeking a motivated project manager to join our small team. We are growing and advancing our mission in northeastern California and need an additional resource to help us with our portfolio of conservation, trails, and education initiatives. The project manager will work under supervision of the Program Director and in partnership with the volunteer/facilities coordinator and will be primarily focused on conservation and trails projects.

Desired Qualifications & Attributes:

- BA/BS with focus in natural sciences or outdoor recreation or commensurate experience (*required*)
- Minimum 2 years experience in natural resources or project management roles
- Relevant experience or demonstrated ability for continual progress and improvement in the following areas:
 - Technology especially geographic information systems and data Management.
 - Construction, contractor, volunteer, or consultant management
- Competency with ArcGIS suite and Microsoft Office (Excel & Word)
- Strong speaking, writing, and listening skills.
- Personal vehicle and driver's license for regular local travel.
- Ability to develop positive working relationships and communicate with people hosting a wide range of backgrounds and education (volunteers, landowners, community leaders, and government agencies)
- Practical problem-solving and organizational skills with attention to detail and record-keeping.
- Ability to meet tight deadlines and juggle multiple tasks.
- Ability to work independently with strong self-direction and motivation
- Physical requirements: ability to walk up to three miles over rough terrain and navigate in remote areas.
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Duties and Responsibilities:

Conservation Planning

- Lead and execute strategic conservation planning for the land trust across Lassen and Modoc Counties under guidance of Program Director with assistance and input from board of directors, land trust committees, and partner agencies.

Project Management:

- Provide project management skills to a diverse range of conservation and recreation projects
- Effectively manage multidisciplinary projects, demonstrating adaptability and leadership.
- Assist with project development and grant writing for new and existing projects
- Supervise volunteers as needed for specific projects

External Partnerships:

- Participate in external partnerships with natural resource agencies, municipalities, and other project partners.
- Build and maintain relationships to enhance the organizations impact and reach.

Representation:

- Advocate for organization's mission and objectives in various public settings.

Conditions of Employment:

- Salary: \$23-\$30 per hour, depending on experience and qualifications
- Benefits: The benefits package include paid holidays, vacation, and sick time. After 90 days, employees are eligible to enroll in LLTT's retirement program (SIMPLE IRA with up to 3% matching). LLTT values personal growth and professional development, and we enable training and development opportunities when funding allows.
- Start date: As soon as filled
- Location: Based at LLTT's main office in Susanville, with field work throughout Lassen County. A partially remote/hybrid schedule may be permitted, dependent on applicant qualifications.

Applications for this role are being accepted through May 31, 2024 or until the role is filled. Please send a cover letter indicating interest with current resume to:

info@lassenlandandtrailstrust.org with subject line: *Project Manager* with attached cover letter + resume.

Learn more about Lassen Land & Trails Trust on our website: www.lassenlandandtrailstrust.org