Support the Board’s Land Management Program which includes responsibility for stewardship planning, habitat maintenance, habitat restoration, and maintaining access to the Oxbow properties. Working effectively and respectfully with others while representing Oxbow is required. Some, but not necessarily all, of the duties are:

- Identify areas affected by invasive species. Plan and execute removal or control.
- Maintain and develop trails, signage, guides, and roadway access to all appropriate destinations within the Oxbow. Maintain parking areas, gates, and kiosks within the Oxbow property.
- Keep records on Oxbow property projects including easement monitoring and reports, development of Stewardship Guidelines and Best Management Practices (BMPs), and periodic reports to the Board, the members, and the community through formal reports, newsletter articles, press releases and interviews, and material for social media release.
- Work with lease holders to assure compliance with Oxbow, Inc. leases.
- Plan and maintain roads, trails, water flow structures, prairies, restorations, and wetland areas.
- Follow policies as determined by the Board and Oxbow Administration concerning hunting and fishing. Manage annual hunting program and distribute hunting and fishing rules and regulations.
- Maintain the cleanliness and safety of Oxbow properties.
- Monitor Conservation Easements to LTA standards and creating a basis document for all conservation easements.
- Coordinate appraisals, environmental assessments, research studies done on Oxbow lands or lands set to be acquired by Oxbow.
- Working closely with the Executive Administrator, plan projects and supervise interns, volunteers, and contractors working to help accomplish any of the above. Work with community volunteer organization such as the Boy Scouts of America to provide and oversee volunteer projects.
- Track and report all expenditures versus an annual budgeted allowance. Ensure all contractors, volunteers, and interns have sufficient safety and task training.
- Coordinate with other conservation organizations in related project areas.
- Assume an active role in Oxbow strategic planning and stay up to date on best conservation management practices.
- Report directly to the President of the Board

**Required experience:**

- Degree (4 yr. College or 2 yr. + relevant experience) in an appropriately related field.
- Previous land management work.
- GPS and GIS skills and appropriate general computer skills.
- Drone piloting is desired but NOT required.

In compliance with applicable disability laws, reasonable accommodations may be provided to qualified individuals with a disability who required and request such accommodations. Applicants and incumbents are encouraged to discuss potential accommodations with the employer.

Salary dependent on experience. Health care reimbursement offered. Seasonal position – March through December. May grow into a fulltime position.

No paid vacations, but standard holidays will be observed (unpaid). Significant physical, manual labor and exposure to the elements required for outdoors projects.