



### Position Profile

Title: Land Stewardship Project Assistant Date: February 2020

Reports to: Director of Land Stewardship Incumbent:

Approved by: \_\_\_\_\_ Supervisor Date: \_\_\_\_\_

Incumbent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### **OBJECTIVE:**

This is a temporary position from April 1st, 2020 to September 30th, 2020 that will assist Landforce in the daily requirements of running, promoting, and administering their land stewardship contracts by managing logistical details and acting as a liaison with partner agencies to ensure project goals are met. Periodically lead crews in project work. Assist in planning and carrying out training activities, and ensuring safety guidelines and quality control expectations are met.

#### **RESPONSIBILITIES**

The essential functions of the job include but are not limited to the following:

1. Assist Land Stewardship Director to execute stewardship projects to the highest quality, including providing logistical support for project sites, filling in as a site supervisor working alongside crew members when necessary, and driving Landforce vehicles.
2. Collecting, and entering project-related data in Salesforce.
3. Tracking inventory and purchasing tools, materials and supplies.
4. Assist Operations & Communications Manager to promote the work of land stewardship crews across a variety of social media platforms.
5. Attend meetings on behalf of Landforce with partners, service providers, potential employers, contracting agencies, and others as necessary.
6. Participate in weekly crew meetings along with Crew Members, Crew Leaders, Program Managers & Directors, and Executive Director to discuss and address programmatic issues.
7. Complete all necessary Landforce paperwork as necessary.
8. Adhere to organization policy, procedures and the professional code of ethics.
9. Perform other assigned duties as required for the success of the organization.

#### **QUALIFICATIONS:**

**Education** – At least 2 years of project management and outdoor work experience required, including some ecological knowledge, background, and hands-on experience with land stewardship. Preferred areas of experience and certificated education include; chainsaw use

and safety, horticulture, tree care, landscaping, green infrastructure, pesticide and herbicide application, excavating or material handling machine operation, and carpentry.

Must be comfortable using basic computer programs, performing internet research and data tracking, and working with people individually and in groups. Must be organized and have the ability to manage multiple projects at once. Must be comfortable and experienced with working with a socially, ethnically, racially and economically diverse group of people. Must be able to advance organizational goals through positive role-modeling. Must be passionate about issues of equity and environment. Construction experience valued. Valid and clean driver's license required.

**SPECIAL REQUIREMENTS:**

While performing the duties of this job, the employee may be required to walk on uneven, rough and steep terrain as well as paved and unpaved trails, use hands and arms to handle and manipulate objects, tools, or control, and operate foot controls on equipment. The employee is frequently required to stand and occasionally sit, climb, balance, stoop, kneel, crouch, and crawl. This position requires an ability to navigate stairs. The employee must be able to carry items weighing up to 50 pounds. The employee may frequently be exposed to a variety of environmental conditions including extreme cold, extreme heat, and humidity, as well as wet and slippery conditions. Employee may be required to walk between 1 to 3 miles to get to worksites. While outside, the employee may be exposed to direct sunlight, dust, pollen, and equipment exhaust fumes.

The employee may travel to locations in the service area as well as other locations in and out of the City of Pittsburgh. The individual will also have close contact with a computer screen. Weekend and evening hours may be required to attend board meetings, community forums, special events, and to meet specific deadlines.

**EQUIPMENT UTILIZED**

- Variety of outdoors tools and equipments (shovels, hoses, rakes, hoes, mattocks, hand clippers, wheel barrows, mini skid steer, chainsaw, etc.)
- Basic power tools.
- Will be asked to drive organizational vehicles (valid, clean drivers license required).
- Personal computer and printer.
- Office equipment, i.e. telephone system, fax, copier, etc.

Note: Landforce retains the right to modify this position profile at any time.