



## Position Profile

Title: Project Assistant

Date: April 2021

Reports to: Director of Land Stewardship

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

Date: \_\_\_\_\_

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

Date: \_\_\_\_\_

### **WORK OBJECTIVE:**

To assist Landforce in the daily requirements of running, promoting, and administering their land stewardship contracts. This position includes hands-on environmental stewardship, occasional crew supervision, and administrative-type support. The incumbent will assist the Director of Land Stewardship to manage logistical details, liaise with partner agencies to ensure project goals are met, and provide contract administrative support. This is a conservation-related position, requiring outdoor work, periodic crew leadership, assistance with planning and conducting training sessions, 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 by providing logistical support for conservation and land management projects including:
  - a. Corresponding with project partners and the Landforce team;
  - b. Conducting project-related research;
  - c. Driving a Landforce vehicle to purchase and deliver necessary project-related supplies and tools;
  - d. Filling in as Site Supervisor or working alongside Crew Members on project sites.
2. Provide specific administrative supports to the Land Stewardship Director including:
  - a. Collecting project-related data (miles of trails constructed, number of trees planted, GSI sites maintained, etc.) and keep Landforce's Salesforce system updated throughout the season.
  - b. Completing contract paperwork as necessary.
  - c. Helping to prepare weekly agendas for Crew Members and Landforce Staff.
  - d. Tracking, coding and submitting project-related receipts.
3. Track inventory and purchase tools, materials and supplies.
4. Assist in annual Crew Member trainings, including planning and teaching about safe tool use, plant i.d., environmental justice, and other environment-related topics as necessary.
5. Assist our Site Supervisors by leading Landforce Crews when we have more than 2 active project sites or a Site Supervisor is unavailable.

6. Assist Operations & Communications Manager to promote the work of land stewardship crews across a variety of social media platforms by providing photos, descriptions, and updates as necessary..
7. Attend meetings on behalf of Landforce with partners, service providers, potential employers, contracting agencies, and others as necessary.
8. Participate in weekly crew meetings along with Crew Members, Crew Leaders, Program Managers & Directors, and Executive Director to discuss and address programmatic issues.
9. Complete Landforce paperwork as necessary.
10. Adhere to organization policy, procedures and the professional code of ethics.
11. Perform other assigned duties as required for the success of the organization.

### **QUALIFICATIONS:**

**Education** – At least 3 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 computer and associated data, word processing, and spreadsheet 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-modelling. Must be passionate about issues of equity and environment. Construction and excavator operation 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 outdoor tools and equipment (shovels, hoses, rakes, hoes, mattocks, hand clippers, wheelbarrows, 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.