Asbury Woods

JOB DESCRIPTION

Job title	*Conservation Stewardship Coordinator*
Reports to	*Executive Director*
Salary	*Starting at $45,000*
Status	*Full-time, exempt*

Job purpose

The Conservation Stewardship Coordinator is responsible for implementing Asbury Woods' Conservation Stewardship Plan. This plan includes managing 234 acres of forest, field, wetlands, and trails to protect natural resources and the environment while providing opportunities for outdoor appreciation, education, and recreation. This is a hands-on position responsible for monitoring ecosystem health, maintaining natural resource inventories, working with staff, volunteers, and outside organizations to promote conservation and sustainable land use, leading stewardship and restoration projects, and communicating activities to internal and external audiences. This is a full-time, year-round position. Some evening and weekend work is required. Benefits include 3% IRA match after 6 months of employment, and employer contributions to health, dental, and vision insurance.

Duties and responsibilities

- Guided by the Conservation Stewardship Plan, plan and implement conservation and sustainability projects.
- Educating employees and other stakeholders on sustainability and conservation best practices.
- Training and leading land management and conservation interns and volunteers.
- Provide written material for grants, website updates, blogs, newsletters, and external publications.
- Leading occasional hikes and programs to educate the public about land conservation.
- Monitoring the health of water, plants, trees and wildlife including developing and leading the Asbury Woods Stream Team.
- Ecological restoration: controlling invasive species, protecting rare, threatened and endangered species, etc.
- In coordination with Facilities & Grounds Manager, monitor and maintain trail systems.
- Patrolling areas to protect resources and prevent damage.
- Using and maintaining tools and equipment.

- In coordination with the Executive Director, develops annual budget for conservation stewardship costs associated with protecting natural resources and projects.
- Completing a yearly conservation stewardship report.
- Updating and developing management plan(s).
- Ensuring land use is compliant with regulations.
- Managing contracts and contractors, as needed.
- Serves as staff liaison to the Conservation Stewardship Committee.
- Serve as the Asbury Woods representative with local conservation organizations.

Other duties as assigned by the Executive Director.

Qualifications

- Bachelor's degree in natural resource management, environmental science, ecology, forestry, or related degree.
- 2-3 years' experience in conservation and/or land management.
- Love of working outside and interest in protecting the environment.
- Scientific knowledge of ecosystem function and potential threats to those systems and proficiency at identifying the flora and fauna of northwest Pennsylvania.
- Knowledge of ecosystem management including forests, meadows, wetlands, and streams.
- High comfort level with working outdoors in all conditions.
- Proficient in MS Office, data collection, & management.
- Experience with ArcGIS and GPS a plus.
- Excellent organizational and time management skills.
- Ability to manage and prioritize multiple tasks and projects.
- Well-developed verbal and written communication skills.
- Ability to work independently and as part of a team.
- Effective team leadership skills.
- Must have a valid driver's license.

Working conditions

This position has several special working conditions which include regular evening and weekend work, working outdoors in varied weather, and working professionally with all members of the public. Security and background investigations required within 90 days of employment.

Physical requirements

AMERICANS WITH DISABILITIES ACT STATEMENT:

External and internal applicants, as well as position incumbents who become disabled, must be able to perform the essential job functions of the Conservation Stewardship Coordinator position (listed within Position Specifications) either unaided or with the assistance of a reasonable accommodation to be determined by the organization on a case-by-case basis.

Position Specifications Physical demands

1. Spending multiple hours outdoors in all weather.
2. Frequent walking up to 3 miles on trails.
3. Engaging in sustained physical activity throughout the day.
4. Various indoor and outdoor environments.
5. Standing for long periods of time.
6. Heavy lifting from 15-50 pounds.
7. Some carrying up to 50 – 85 pounds.
8. Manual dexterity to use hand tools and power tools.

Temperament

1. Ability to work as a member of a team
2. Must be courteous to public and co-workers
3. Must be cooperative, congenial, service oriented, and promote these qualities at Asbury Woods
4. Must be able to respond to directions and accept constructive feedback
5. Ability to work in an environment with frequent interruptions
6. Must be flexible and able to work in a fast-paced, dynamic environment.

Cognitive Ability

1. Ability to follow verbal and written directions
2. Ability to read and respond to written correspondence
3. Ability to listen to others on the telephone and in person
4. Ability to complete assigned tasks with minimal supervision
5. Ability to read, write, and do complex computations
6. Ability to use correct grammar, sentence structure, and spelling
7. Ability to compose clear, concise sentences and paragraphs
8. Ability to work independently and make work-related decisions
9. Ability to exercise good judgment in prioritizing tasks and problem solving
10. Ability to communicate effectively to the public

Sensory ability

1. Visual acuity to read correspondence and computer screen

2. Auditory acuity to be able to use a telephone
3. Ability to speak clearly and distinctly

Approved by: Sarah Bennett, Executive Director
Date approved: October 19, 2026