



CONSERVATION STEWARD

Team: Science & Stewardship

Reports to: Director of Science & Stewardship

Status: Non-Exempt / Full-time

Location: New Hope, PA (hybrid)

Salary: \$45,000+ commensurate with experience

Position Summary

The Conservation Steward is responsible for supporting Heritage Conservancy in fulfilling its perpetual stewardship obligations across more than 50 fee-simple properties encompassing approximately 1,500 acres. This role includes maintaining and monitoring property boundaries, addressing and deterring unauthorized or inappropriate uses, and implementing land management practices that enhance and sustain wildlife habitat while appropriately balancing public access. In addition, the Conservation Steward assists with ongoing monitoring and stewardship activities and cultivates and maintains constructive relationships with adjacent landowners, volunteers, and members of the public.

Essential Duties and Responsibilities

Property Monitoring

- Perform on the ground monitoring visits. Walk properties and inspect current conditions for potential issues. Field work may include using a GPS device, camera, and hand tools for posting signage.
- Remove trash and other debris dumped or blown onto the property.
- Identify sources of unauthorized property use and seek to remedy issues.
- Maintain up to date property files (both digital and paper) to reflect significant issues.
- Foster positive community relationships through personal interactions and phone calls to discuss issues, future property plans, and provide details on land management activities.
- Communicate with and ensure completion of contractual work with service providers such as arborists.

Wildlife Habitat Management

- Maintain wildlife habitat using tractor brush-hog, walk-behind brush-hog, brush cutters, chain saws, hand saws and other equipment.
- Remove invasive species from select properties and habitats using appropriate methods and equipment.
- Repair and maintain nest boxes and other structures designed to aid wildlife, including but not limited to: bird nesting boxes, turtle basking platforms, and bat boxes.

- Maintain native plantings at Heritage sites to ensure survivability.
- Assist in growing native plants both outdoors and in greenhouses for use on properties.
- Work with wildlife professionals to learn “best” methods and techniques to monitor for certain species.

Volunteer Engagement

- Assist in organizing, preparing, and cleaning up from various volunteer stewardship workdays.
- Ensure equipment needed for volunteer workdays is in good working order.
- Work cooperatively with partner organizations for special projects.
- Work alongside volunteers to accomplish specific projects and communicate overall organizational and project goals to volunteers.
- Train volunteers by demonstrating proper techniques related to tool usage or invasive plant removal.

Other Responsibilities

- Manage digital and paper files consistent with documented procedures and assist in organizing and maintaining property records in accordance with LTA standards.
- Support and participate in Heritage Conservancy events, as needed.
- Light administrative duties including grant writing, managing volunteer and intern paperwork, etc.
- Professionally represent Heritage Conservancy to volunteers, landowners, and the general public.
- Other duties as required, including property management activities,

Qualifications & Essential Skills

- Bachelor’s degree in a field related to conservation or natural resources
- Two to four years of equivalent experience can be substituted for formal education
- Ability to navigate in the forest alone, sometimes in remote locations
- Physical ability to move over rough terrain in all types of weather for extended distances, carry loads of up to 50 lbs
- Comfort with application of herbicides, and required to attain pesticide application certification within 6 months of employment
- Comfort leading groups of volunteers and interns in stewardship projects
- Strong interest in modern conservation science and dedication to land management
- Mechanical knowledge and experience with line trimmers, chainsaws, tractors, and other tools strongly preferred
- Knowledge of Pennsylvania flora and fauna, soil, water and natural resources a plus
- A positive attitude, as well as comfort working independently or as a leader and part of a team, when needed.
- The position includes a combination of field work, office work, and extensive regional travel. Field work may be in inclement weather (hot- 90+ degrees, cold- below freezing and rainy conditions).
- Weather and other factors often interrupt scheduled plans, the conservation steward must be flexible and able to adapt, improvise and overcome such obstacles.
- Excellent written and oral communication skills
- Attention to detail.
- Competence with the Microsoft Office and Google suites of software applications

- Must have access to an insured vehicle and a valid driver's license to travel to meetings and project sites
- Occasional evening or weekend hours may be required
- Occasionally required to lift and/or move up to 50 pounds
- Successful candidate will be required to pass Pennsylvania child abuse clearances

Culture and Benefits:

Heritage Conservancy is committed to the overall well-being of its employees offering a variety of benefits including:

- Flexible scheduling options in accordance with job requirements
- Comprehensive retirement package including company match
- Competitive health benefits including medical, dental, and vision
- Generous Paid Time Off including vacation, paid holidays, and personal time
- A fun and collaborative work environment and so much more!

To Apply:

Complete our online application [HERE](#) and email a resume to:

Tyler Kovacs
Senior Conservation Biologist
tkovacs@heritageconservancy.org

ABOUT HERITAGE CONSERVANCY: Heritage Conservancy is a nonprofit organization that works in partnership with communities, landowners, businesses, governments, and other mission-focused organizations to ensure that the natural and cultural landscapes that make our region special endure and flourish. Founded in 1958 and based in Doylestown, PA, Heritage Conservancy has worked to protect 17,000 acres of open space, farmland, wildlife habitat, and important watershed areas throughout Bucks and in surrounding counties. We own and manage more than 50 properties, hold conservation easements on more than 270 properties, and actively pursue habitat restoration initiatives across the region. Heritage Conservancy also holds historic preservation easements and maintains a Register of Historic Places with over 700 entries. In our work to connect people with the environment and history of our region, to educate, and to inspire advocacy for land and watershed protection, we interact with thousands of community members every year, including more than 2500 students. Heritage Conservancy is nationally accredited by the Land Trust Accreditation Commission. To learn more, visit www.heritageconservancy.org.