



JOB ANNOUNCEMENT: Land Steward

Location: Billings, MT 59101

Salary: \$16.00- \$17.00

Position Status: Part-time, Regular (25 hrs/wk avg), frequent weekends

Start Date: August 24th, 2023

Benefits: Vacation, Sick, Health, Dental, Vision, and Retirement plan.

Position Closes: August 14th, 2023 or until filled.

Position Description:

The Land Steward is the cornerstone of the Montana Audubon Center, responsible for general maintenance, site development, volunteer engagement, and restoration/conservation efforts that happen onsite. Projects tend to be seasonal in nature, with slower times being during the winter months and picking up during the spring, summer, and fall. The Land Steward must be comfortable working with groups and individuals, in addition to working independently, be outside for long periods of time in any type of weather, and have enthusiasm for connecting with and learning about the natural world.

Montana Audubon's mission is to promote appreciation, knowledge, and conservation of Montana's native birds, other wildlife, and natural ecosystems to safeguard biological diversity for current and future generations. The Montana Audubon Center is a place of learning, reflection, research, and restoration where we engage participants to act for the betterment of wildlife and natural habitats.

Major Responsibilities

I. Facility and Grounds General Maintenance

- Maintenance and operations of the site's grounds and facilities, including custodial, maintenance, ground, general operations, and repair projects.
- Manage new and ongoing restoration projects.

- Monitor overall operations and site elements to determine any work needing to be performed.
- Assure compliance with established safety regulations and precautions by all facilities and staff; provide effective orientation and continuing training to minimize accidents and injuries.

2. Program Development and Implementation

- Volunteer recruitment assistance and managing an effective group of volunteers.
- Work with the Center Director to continue to implement an onsite stewardship program.
- Develop and maintain site master plan and prints of landscape, pertaining trails, buildings, irrigation, and site features such as habitats and other identifiable areas.
- Maintain and develop site safety protocols in compliance with OSHA and other workplace standards.
- Manage and Implement a citizen science program
- Support onsite programs as needed.

3. Communication and Marketing

- Clearly and effectively communicate with volunteers, guests, and staff.
- Assist with content creation for media outlets, including social media, websites, newsletters, and volunteer recruiting sites.
- Present on restoration and conservation efforts at the Center.

4. Administrative

- Develop and manage restoration and facilities, building and maintenance budget
- Assist with grant proposals and donor work as needed.
- Manage capital improvement projects, including major restoration, building modifications/ maintenance, and landscaping efforts.
- Keep work calendar and files organize and up to date.
- Attend MA and MAC staff meetings regularly

To Apply

Please send cover letter, resume and 3 references to echilcoat@mtaudubon.org with the subject line "Facilities and Grounds Manager". For questions, contact Emily via email or call 406-294-5099.

Montana Audubon is an equal opportunity employer and does not discriminate on the basis of race, color, age, ethnicity, religion, creed, national origin, pregnancy, sexual orientation or preference, gender identity, genetic information, sex, marital status, disability, or status as a U.S. veteran.