



# Royal River Conservation Trust

P.O. Box 90 | Yarmouth, ME 04096 | [www.RRCT.org](http://www.RRCT.org) | (207) 847-9399

## **The Organization**

The Royal River Conservation Trust (RRCT) is a 501(c)(3) non-profit land trust dedicated to the preservation of the natural, recreational, historical, and agricultural resources of Maine's Royal River watershed for present and future generations.

## **Job Description - Stewardship Director**

The Stewardship Director is responsible for land management, conservation easement administration, and related efforts of the organization under the supervision of the Executive Director.

## **Duties and Responsibilities**

- Lead and execute all property and easement stewardship activities and responsibilities of the organization; RRCT aspires to best practices and excellence in its ownership and management of 13 preserves or parcels totaling 680 acres and 64 conservation easements totaling 1800 acres, all located in seven towns and cities in Androscoggin and Cumberland Counties;
- Lead and supervise a wide variety of volunteer teams;
- Primary staff support for volunteer committees;
- Participate in a wide variety of partnerships with variable responsibilities and occasional leadership;
- Represent the organization in front of permit agencies, municipal boards and committees, and at public events;
- Maintain all stewardship records including databases, spreadsheets, annual reports and files;
- Support the writing of property management plans, monitoring forms, and related reports;
- Support the development of organizational policies and practices;
- Ensure compliance with a broad range of documents by a broad range of parties;
- Organizational tasks as assigned depending upon organizational needs and opportunities, and professional goals; overlap or growth opportunities exists with outreach, education, fundraising, land acquisition, and executive leadership functions of the organization.

## **Expectations:**

- Passion for the mission of the Royal River Conservation Trust;
- Ability to self-initiate and self-supervise but also to take direction; and

- Ability to adopt and enforce cultures of safety, environmental stewardship, voluntarism, and teamwork.

**Requirements:**

- Education or experienced knowledge of natural sciences;
- Relevant experience or demonstrated ability for continual progress and improvement in the following areas:
  - Property management practices including property boundary identification;
  - Office skills and technological tools including writing, software, geographic information, and electronic data and file management;
  - Work with complex deeds, surveys, and natural resource documents;
  - Construction and contractor management for property management including trails, trail bridges, and parking areas;
  - First aid and chainsaw training; and
  - Environmental permitting and compliance.
- Interpersonal and team skills;
- Ability to regularly perform physical labor; and
- Personal vehicle and driver's license for nearly daily local travel.

**Application Procedure**

Send a one-page pdf cover letter, pdf resume and contact information for three references to Alan Stearns, Executive Director at [Alan@RRCT.org](mailto:Alan@RRCT.org).

**Additional Information:**

- Application deadline: open until filled. Review of application materials will begin upon receipt.
- Job Type: full-time (negotiable)
- Wages and benefits: Not to exceed \$21.00/hr with generous benefit parameters described in supplemental FAQ document.
- Start date: Negotiable
- Location: Yarmouth, Maine with local travel
- More information: [www.RRCT.org/mission-vision](http://www.RRCT.org/mission-vision)

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