



## **Habitat Management Assistant**

### **About us:**

We are a local land trust dedicated to conserving the natural, beautiful and rural character of the Island of Martha's Vineyard for present and future generations. Our staff cares for natural habitats including miles of beaches, acres of forest, and numerous rare species habitats. As an accredited land trust, we manage over 2,000 acres of fee owned land and an additional 800 acres under conservation restriction across the island. Our staff is responsible for planning and maintaining trails, caring for the land, restoring habitats, supervising public use, providing outdoor education and leasing land to local farmers. Our staff works together as a team to make sure our lands are providing ways for people to safely enjoy and connect with nature while ensuring preservation of the flora and fauna. Sheriff's Meadow Foundation is committed to diversity, equity, and inclusion in our hiring practices. To learn more about who we are please visit [www.sheriffsmeadow.org](http://www.sheriffsmeadow.org).

### **Function:**

The Habitat Management Assistant inventories and maps invasive plant species using a GPS system, removes invasive species, assists in habitat restoration projects, maintains trails and areas designated for visitor use, supervises public use on Sheriff's Meadow Foundation Sanctuaries, and performs other tasks, as directed. The Habitat Management Assistant reports to and works closely with the Land Stewards.

The Habitat Management Assistant rotates between Sheriff's Meadow Sanctuary and 28 other conserved properties, working with Land Stewards, volunteers, and other staff. Habitat management tasks on multiple properties will include mowing, brushcutting, weeding, pruning, transplanting, watering, and inventorying and managing invasive species. At Sheriff's Meadow Sanctuary, the Habitat Management Assistant will also greet the public, maintain trails, and enforce rules.

This position is a seasonal, hourly, non-exempt position consisting of 8 hours of work per day during the summer, Monday through Friday. The Habitat Management Assistant is not eligible for and does not receive benefits or holiday pay.

### **Duration of Job:**

18 weeks or so, roughly from May 10 through September 18. Exact start and end dates can be adjusted.

### **Duties and Responsibilities:**

1. Assist in habitat management and restoration area weeding, transplanting, watering, pruning, mowing and brushcutting.
2. Use power equipment and hand tools to trim and mow vegetation and to uproot invasive plants, as directed.
3. Map invasive species using GPS receivers and Collector for ArcGIS.

4. Keep properties in tidy condition by cleaning up and disposing of rubbish and other debris.
5. Provide a professional, friendly public presence for Sheriff's Meadow Foundation at Sheriff's Meadow Sanctuary as well as Cedar Tree Neck Sanctuary, Caroline Tuthill Preserve, Nat's Farm, Quansoo Farm, Huckleberry Barrens, Brightwood Park, and West Chop Woods. Greet visitors, answer questions, inform visitors of property rules, and enforce rules, as needed. Promptly bring questions and problems to the attention of Sheriff's Meadow staff.
6. Assist with maintain trails and trailhead by trimming, cutting and mowing vegetation, as needed and directed.
7. Assist with Property Boundary monitoring and marking.
8. May assists in inventorying and monitoring rare species
9. Maintain a daily log and report hours and work performed on a biweekly timesheet.
10. Represent the Foundation in a professional and friendly manner at all times.
11. Assist Land Stewards in general property and trail maintenance.
12. Perform other tasks as assigned.

**Compensation:**

\$16-18 /hour depending on experience. Please note that we are unable to offer housing.

**Qualifications:**

- Skill in identifying common trees and other vegetation of Martha's Vineyard.
- Ability to work outdoors and walk long distances in varying weather conditions.
- Ability to operate mowers, trimmers, brush saws and similar equipment.
- Ability to greet members of the public and provide information in a friendly and professional manner, and to enforce property rules in a discreet and professional manner, as needed.
- An interest in wildlife and invasive plants is desirable.
- Personal means of transportation is required; mileage will be reimbursed upon submission of a mileage log.
- An interest in conservation and the history of Sheriff's Meadow Sanctuary and Cedar Tree Neck Sanctuary.
- Botanical skills such as the use of dichotomous keys and hand lens.
- Basic forestry skills and basic knowledge of forest inventory principles, not necessary but desirable.
- First-aid and CPR skills are desirable, but not required.

**How to Apply:**

Interested candidates should email a cover letter, resume, and contact information for two professional reference to [loucks@sheriffsmeadow.org](mailto:loucks@sheriffsmeadow.org). Applications are due by Thursday, April 15, 2021.