



ARIZONA WILDERNESS COALITION

Working Together to Protect Arizona's Wild Lands and Waters

POSITION TITLE:	STEWARDSHIP PROJECT ASSISTANT
SUPERVISOR/REPORTS TO:	Wilderness Stewardship Coordinator
CLASSIFICATION:	Non-Exempt, Part-time (approximately 20 hours/week), Seasonal
LOCATION:	Statewide, Primary Office Location is in Prescott, AZ
DATE OPENED:	August 2016
INTERVIEW DATES:	September 2016
DATE POSITION BEGINS:	October 2016

AWC MISSION STATEMENT

The Arizona Wilderness Coalition's mission is to permanently protect and restore wilderness and wild rivers in Arizona for the enjoyment of all citizens and to ensure that Arizona's native plants and animals have a lasting home in wild nature.

POSITION SUMMARY

The Stewardship Project Assistant (SPA) is responsible for assisting the Stewardship Coordinator (SC) by leading and co-leading single and multi-day volunteer stewardship projects on public lands across the state of Arizona. In addition, this position will be responsible for a variety of data processing and communications tasks to support the Stewardship Program.

This position requires the ability to work successfully in team settings and maintain positive working relationships with other AWC staff, agencies, colleagues, and other partners. The SPA presents a public face for AWC, and needs to complement the approach and tone set by the SC to engage volunteers and partners. The SPA will report to the SC, and may supervise other contract crew participants, volunteers, and students.

The duration of this position is expected to run from approximately October, 2016 through approximately April, 2017, depending on funding availability. Additional opportunities might evolve for this position, dependent on future funding

Key Responsibilities of the Position:

Lead Wilderness Stewardship projects:

- Assist and/or Lead Wilderness Stewardship projects (65%):
 - Lead groups from one to more than twenty into remote wilderness settings to complete on-the-ground maintenance and restoration projects
 - Project participants will primarily include volunteers from across the state; some projects may include college students, youth, ethnically and culturally diverse individuals, and/or paid crew members
 - Organize logistical details including preparing and packing for trips, including necessary tools and supplies, working closely with SC
 - Properly clean, unpack and store all tools and supplies; and record all project data, working closely with SC
 - Accurately relay important information to volunteers as directed by AWC staff
 - Explain the important benefits of becoming an AWC member and provide volunteers with a means to become a member on site (membership forms etc.)
 - Communicate project goals and objectives to volunteers
 - Demonstrate the proper use and handling of traditional tools
 - Explain proper procedures for medical emergencies, including the proper use of InReach and SPOT devices to volunteers prior to the start of each project
 - Communicate predetermined route to volunteers and always maintain an accurate location of current position on a map, throughout the project. Navigation with the use of maps/compass/GPS
 - Maintain a safe environment for volunteers throughout the project
 - Obtain all necessary forms, waivers and project participant information; record all requested project completion information
 - Supervise paid stewardship crews in the absence on Stewardship Coordinator (SC)
 - Maintain positive working relationships with key partners including government agencies
- Serve as an outreach representative for AWC and for wilderness advocacy – leading hikes, attending events, etc. (10%)
- Perform administrative tasks including recordkeeping, report writing, volunteer outreach and communications, and the like (25%)

QUALIFICATIONS

Required Education, Experience and Ability:

- Knowledge of tools and techniques for public lands restoration, including trail work, invasive species control, and ecological monitoring
- Physical ability to lead groups in wilderness situations, including ability to hike extended distances in potentially difficult terrain and inclement weather, carrying a heavy pack and equipment
- Ability to organize group projects in wilderness, abide by agency requirements and maintain safety for all participants and resources
- Ability to work successfully with others in team settings, including working with staff, volunteers, agencies, colleges, rural and urban communities and culturally diverse communities
- Ability and willingness to travel across the state and work weekends
- Wilderness First Aid certification, other emergency medical training or certification
- Skills in backcountry navigation using GPS and maps

Desirable Education, Experience and other Qualifications:

- Pesticide applicator's license desirable (for use of weed control chemicals)
- Knowledge or experience regarding specific natural resource disciplines such as botany, forestry, wildlife biology or the like
- Knowledge or experience with specific outdoor recreation activities and user groups
- At least one year's experience leading groups in challenging outdoor settings
- Geographic Information System (GIS) skills

Pertinent Position Considerations:

- This position is largely funded by grants, and as a result, the structure, priorities and duties of the position may change in response to changing funding sources.
- This position requires extensive weekend work to lead weekend stewardship trips
- The position will need to work primarily out of AWC's office in Prescott. Regular travel to an office in Prescott would be required if the applicant is located elsewhere.
- The duration of the position is expected to run from approximately October, 2016 through approximately April, 2017, depending on funding availability

Compensation:

- Hourly: \$12-15/hr., depending on qualifications
- Benefits: travel reimbursement to and from project locations

AWC BACKGROUND

Founded in 1979, the Arizona Wilderness Coalition (AWC) has built public support and political momentum for protecting Arizona's last, best wildlands and waters for more than 30 years. Since 1984, the organization has played an instrumental role in protecting more than 4.5 million acres of Arizona's public lands as designated wilderness. Additionally, AWC takes its role as a steward of existing wilderness areas seriously, engaging cadres of volunteers across the state to protect and restore wild areas while also serving as advocates for new conservation measures and policy issues. AWC currently maintains offices in Tucson and Prescott.

To learn more about AWC's work, see our website at www.azwild.org ; our 2015 Annual report may be found at <http://www.azwild.org/resources/> .

To apply, please email a cover letter, resume and 3 references to: brian@azwild.org by no later than **August 31, 2016**. *Early submission is encouraged.*