



Big Sur Land Trust is hiring a new
Stewardship Projects Administration Coordinator

Join the Big Sur Land Trust (BSLT) as our Stewardship Projects Administration Coordinator, where you'll play an essential role in advancing impactful projects that enhance climate resilience, expand access to nature, and steward Monterey County's remarkable landscapes. With numerous stewardship programs and ambitious, multi-phase projects underway, including the recent addition of four 5-year NOAA-funded Climate Resilience projects, BSLT's team is seeking a skilled, primarily office-based administrative professional to support our growing efforts. You will provide crucial organizational and administrative support to our stewardship program aligned with BSLT's strategic goals and timelines. While there will be a significant initial focus on the NOAA projects, your capacity to support broader stewardship initiatives will grow as these projects progress.

The primary focus of the NOAA-funded projects is to strengthen ecological and community resilience against the threats of catastrophic wildfire and floods. In addition to these projects, our current stewardship efforts encompass large-scale ecological restoration, protection of sensitive habitats and biodiversity, tribal co-stewardship, conservation easement monitoring and compliance, integrated pest management, regenerative grazing, forest management, historic preservation, infrastructure protection and improvement, and much more.

The ideal candidate will have strong attention to detail and experience in project management, partner coordination, and grant writing/management, with a proven ability to manage multiple priorities efficiently and ensure accurate tracking of project milestones and budgets. This position is based at our Monterey, CA office, with a flexible balance between in-office attendance and remote work, depending on organizational needs. We will provide the necessary technology to support efficient remote work.

Big Sur Land Trust (BSLT) is a non-profit organization with a mission to inspire love of land across generations, conservation of our unique Monterey County landscapes, and access to outdoor experiences for all. Founded in 1978, our legacy includes conserving over 45,000 acres and increasing access to public parklands throughout Monterey County. Our work promotes:

- **Healthy Lands:** Conserving and caring for the magnificent natural landscapes, habitats and waterways of our region to ensure a sustainable future.
- **Healthy People:** Providing opportunities for all who live in and visit Monterey County to experience the healthful benefits associated with access to parks and open spaces, fresh food, clean air and water, and a deep connection to nature.
- **Healthy Communities:** Engaging in partnerships where conservation and civic participation increase community vitality, economic prosperity and social equity.

Engaging in land stewardship is both exciting and dynamic, offering the chance to make a lasting, meaningful impact on the environment and in the communities that we serve. It also comes with challenges, demanding dedication, adaptability, continuous learning, and a long-term vision. If you're passionate about joining a collaborative team working toward significant conservation goals, and you excel in a fast-paced, multi-faceted environment, this role will be highly rewarding. You'll have opportunities for professional growth in project management, grant writing, and leadership in land stewardship. At BSLT, we're committed to fostering the career development of our team members.

| Job Detail | |
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| Job Title: | Stewardship Projects Administration Coordinator |
| Location: | Monterey, CA |
| Exemption Status: | Exempt |
| FTE: | 100% |
| Reports to: | Director of Stewardship |
| EEO: | The Big Sur Land Trust provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, or genetics. |

| Job Duties | |
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| General Description: | <p>The Stewardship Projects Administration Coordinator is an office-based position that plays a key role in supporting the Stewardship Director and Team by providing a wide range of administrative and organizational services. A primary focus of this role is to support large, multi-phase stewardship projects, particularly BSLT’s NOAA-funded climate resilience initiatives aimed at improving ecological and community resilience to wildfire and flood threats. Core responsibilities include maintaining complex project timelines, budgets, and documentation; overseeing office management tasks; processing invoices and contracts; scheduling and preparing meetings; navigating regulatory frameworks; managing partner communications; overseeing databases and project management tools; tracking assets; and performing data entry. Additionally, this role contributes to the development and organization of internal systems and procedures while researching potential funding opportunities, preparing and submitting grant proposals, and tracking grants to secure ongoing project funding. By fulfilling these responsibilities, the Stewardship Projects Administration Coordinator will be integral in ensuring that BSLT's projects, including those focused on ecological restoration, flood and wildfire risk reduction, habitat protection, tribal co-stewardship, conservation easement monitoring, forest management, regenerative grazing, historic preservation, and infrastructure improvement, are executed efficiently, on schedule, and aligned with the organization’s strategic objectives.</p> |
| Examples of Primary Duties: | <p>Project Management & Coordination Support:</p> <ul style="list-style-type: none"> • Provide administrative support to track and manage a suite of grant deliverables, requirements, critical path timelines, project logistics, and milestones for four distinct NOAA-funded wildfire and flood risk reduction projects, ensuring all project documentation is organized and accessible. • Develop reports and monitor progress of project budgets and expenditures, facilitating timely project completion and efficient use of resources. • Manage administrative tasks related to project documentation, including permits, agreements, plans, and contracts, ensuring compliance and accountability. • Efficiently handle project-related purchases and invoicing. • Assist in developing, reviewing, monitoring and managing leases, contracts, land use agreements, waivers, and other related documentation for smooth operations. • Handle scheduling, documentation, and follow-ups of partner meetings. |
| | <p>Organization and Communication:</p> <ul style="list-style-type: none"> • Collaborate with cross-departmental teams ensuring alignment to achieve organization goals. • Maintain current and accessible records, including contracts, reports, close-out documentation and other relevant files for easy retrieval. • Track progress for team work plans and support planning, department reporting, and retrospective efforts. • Coordinate and package information requests for project partners, ensuring clarity and actionable steps, especially for stakeholders with diverse backgrounds. • Supports scheduling, logistics, agenda development, and meeting notes. • Assists in drafting, formatting, and consolidating content for stewardship operational policies, procedures, and systems. • Supports operational needs, including safety compliance, training plans, off-site record storage, etc. • Assists with communication and coordination efforts with staff, contractors, partners, and the public. • Edits and formats documents to conform to templates and style guidelines. • Coordinates department progress reports for Executive Team and Board of Trustees • Serve as a point of contact for stewardship-related property access requests and general inquiries from the public. • Supports other administrative duties as assigned. |
| | <p>Financial, Grant and Data Management Roles</p> <ul style="list-style-type: none"> • Assists in grant and project reporting by preparing summaries of work progress and budget details, collaborating with Finance and project staff for completeness and accuracy. • Research, identifies, and pursues new grant proposals that are aligned with strategic goals. |

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| | <ul style="list-style-type: none"> • Facilitates contract processing, management, tracking, coordination, and close out documentation efforts. • Helps organize and maintain stewardship electronic filing systems and databases. • Organizes financial program reports and tracks budgets with support from the Stewardship Director and Finance team. • Conducts data entry into online databases and ensures data is organized effectively for ease of access and informed decision-making. • Supports team needs around invoices/credit card receipts, timesheets, department reports, etc. as needed. |
| | <p>Other duties as assigned</p> <ul style="list-style-type: none"> • All employees are expected to support the greater mission of Big Sur Land Trust and may occasionally take on tasks outside this scope of work (e.g. communications, fundraising events, field work days, etc.) |
| | <p>Accountabilities</p> <p>This position is responsible for achieving the following outcomes:</p> <ul style="list-style-type: none"> • Provide comprehensive administrative support for key multi-phased transformational stewardship initiatives, including four distinct NOAA Climate Resilience projects. • Serve as the primary contact for administrative needs across stewardship teams, supporting the Director and Program Managers with budgeting, reporting, and project tracking tasks to enable their focus on program strategy and execution. • Facilitate effective communication and meetings with internal teams and external partners by preparing detailed agendas and informational requests, documenting key decisions and discussions, tracking action items, and ensuring deadlines are met so that nothing falls through the cracks. • Identify areas for process improvement within administrative functions to enhance efficiency and support the team better. • Oversee budget-related activities by monitoring expenses against grant budgets, ensuring all contracts comply with grant requirements, and alerting the Stewardship Director and Program Managers to any discrepancies or potential issues. • Assist in writing proposals to secure funding for identified needs within the stewardship work plan, to improve project sustainability and impact. • Conduct accurate data entry and generate reports for stewardship projects to ensure informed decision-making and tracking of progress. • Process contracts and permits promptly, ensuring compliance with relevant regulations and timely completion to keep projects on schedule. • Respond to inquiries in a timely manner, fostering effective communication among staff, contractors, and partners to support collaboration and transparency. • Uphold Big Sur Land Trust's vision, values, and mission while actively supporting the goals outlined in the strategic plan, contributing to the organization's overall success. |
| Qualifications | |
| <p>Knowledge and Skills</p> | <ul style="list-style-type: none"> • BSLT expects that applicants will have skills and experience with a majority of the work listed above, or with other similar work. However, applicants are not expected to have experience in all of these tasks to apply for the position. BSLT is prepared to support the orientation necessary to ensure qualified candidates have the ability to effectively accomplish the work. • At least 5 years of proven project management skills with a track record of delivering results across multiple programs, exceptional organizational abilities, and efficient multitasking, even with frequent interruptions. • At least 1-3 years in grant cycle management and proposal development. • Strong attention to detail and a proven track record of meeting deadlines. • Strong verbal and written communication skills, adept at engaging diverse stakeholders—staff, board members, donors, contractors, and the public—and fostering cooperation in team settings. • Self-motivated and excels in remote settings across platforms like email, Teams, and virtual meetings, |

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| | <p>proactively identifying issues and independently delivering effective solutions.</p> <ul style="list-style-type: none"> • Proficient in financial, administrative, and land management databases, skilled in Microsoft Office Suite and Adobe Acrobat, and adaptable to learning new tools like project management software and Gantt charts. • Skilled at summarizing policies and procedures into clear documentation, drafting correspondence and project summaries, and reviewing/editing documents to meet style guidelines. • Preferred experience in ArcGIS software • Genuine enthusiasm and commitment to excellence for the mission, values, and work of Big Sur Land Trust. |
| Physical/ Mental Work Demands | <ul style="list-style-type: none"> • While performing the duties of this job, the employee may be required to visit remote work sites throughout Monterey County in challenging terrain requiring mountain driving and hiking/walking. The employee must occasionally lift and/or move up to 30 pounds. • This position requires occasional evening or weekend work and rare overnight travel out of town. |

Compensation: The annual salary range is \$77K to \$87K depending on experience and qualifications. BSLT offers a competitive benefits package including extensive health plan, which includes medical, dental, and vision coverage and life insurance; contributions to a 403(b); and paid holiday, vacation, and sick leave.

How to Apply: The following three items are required to be considered for the position:

1. Your resume
2. A letter of interest that addresses qualification requirements, notes availability to start, and answers the Supplemental Question below:
 - a. Why do you want to work for BSLT and what strengths do you bring to the position that will help BSLT achieve its mission?

Please E-mail your completed application to employment@bigsurlandtrust.org. Incomplete or unqualified applications will not be considered for the position. Applicants with the most relevant experience and qualifications suitable for the position will be contacted for interviews. No calls, please. **The position is available immediately and will remain open until filled**, with the goal of filling and onboarding the role by late January or early February 2025. Applications will be reviewed as they are received, and applicants are strongly encouraged to submit materials as soon as possible.

For more information about BSLT, please visit www.bigsurlandtrust.org