



UPPER VALLEY LAND TRUST

Forest and Trails Steward

The Forest and Trails Steward is a full-time employee who works under the supervision of the Stewardship VP to monitor and manage conserved properties, contribute to stewardship programming, coordinate with volunteers and implement stewardship practices, in conformance with Upper Valley Land Trust (UVLT) policies and procedures. The Forest and Trails Steward joins a stewardship team of five.

LOCATION: Hanover, New Hampshire

Duties, Responsibilities, and Skills

Managing UVLT Conservation Areas, Trails, and Campsites (75% of time)

- Coordinate contractors for annual mowing and plowing of conservation areas.
- Collaborate with foresters and the Senior Land Steward on forestry treatments and ecological management.
- Partner with the Stewardship Programs Coordinator to plan and execute volunteer trail and land management projects.
- Assist with Current Use enrollment and management plan drafting (VT and NH).
- Maintain trails, kiosks, signage, and public access infrastructure across UVLT properties (\approx 70 miles of trail).
- Maintain nest box programs (kestrel, wood duck, bluebird).
- Coordinate with researchers using UVLT lands; ensure compliance with management plans and help formalize research tracking systems.
- Expand partnerships with technical schools using UVLT lands for hands-on training.
- Support community engagement efforts (events, workshops, blog content) in coordination with Communications and Outdoor Programs staff.
- Work with the Stewardship GIS Coordinator to maintain and improve geodatabases, field data collection, and web mapping tools.

Monitoring Conserved Land (20% of time)

- Assist with annual monitoring of UVLT easements (570+ properties and growing), including field visits, documentation, and landowner communication.
- Track follow-up actions and stewardship recommendations.

- Support recruitment, training, and coordination of volunteer Land Stewards and interns.
- Maintain monitoring records, field files, and internal systems.

Community Relations and Program Support (5% of time)

- Represent UVLT at events and meetings; build relationships with conservation and recreation partners.
- Contribute to stewardship program development and delivery.
- Support internal planning, reporting, and evaluation efforts.

Minimum Qualifications

- Two- or four-year degree in a natural resource-related field.
 - 3–5 years of experience working in a natural resource-related field.
 - Comfort working outdoors in variable weather and terrain.
 - Experience navigating land, locating boundaries, and reading maps.
 - Knowledge of sound land management practices.
 - Ability to safely operate a chainsaw.
 - Valid driver's license and access to a personal vehicle. This position requires frequent travel to dispersed conservation sites; the Steward is responsible for transporting themselves, tools, and equipment.
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Preferred Qualifications

- Experience with trail design, construction, and maintenance.
- Familiarity with the flora and fauna of the Upper Valley and an interest in natural history.
- Strong interpersonal and communication skills.
- Sound judgment and the ability to work effectively with landowners with diverse goals and perspectives.
- Demonstrated conflict resolution skills.
- Proficiency with Microsoft Office.
- Experience using GPS and basic mapping tools.
- Experience with GIS applications such as ArcGIS Online, ArcGIS Pro, Field Maps, and Survey123.
- Licensed forester in New Hampshire and/or Vermont (or ability to obtain licensure).

General

All UVLT employees are expected to comply with organizational policies and procedures, observe office protocols, and participate in staff meetings, retreats, and other internal functions as may be assigned. Guidelines for employee conduct are further described in UVLT's employee handbook.

This job description is a guideline and does not limit the duties that may be assigned by UVLT's president or your supervisor. UVLT's president may revise a job description at any time. UVLT staff positions are non-contractual, and all employees are considered to be employed "at will."

This position is open until filled. Compensation is based on experience and is anticipated to be in the range of \$23 to \$24.50 per hour (\$47,840 to \$50,960 annually). Benefits, including full health care benefits and 401(k) plan with employer match, are available for this position. UVLT is an equal opportunity employer. To apply, please send resume and cover letter to:

Jason Berard VP, Stewardship
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Hanover, NH 03755 Email: contactus@uvlt.org