



Notice of Open Position

Title: Seasonal Land Steward
Location: Duke Farms, Hillsborough, NJ
Reports to: Ecological Resource Specialist
Status: Seasonal (April-October), Non-exempt

As one of the largest privately-owned open spaces in the State of New Jersey, rich in agriculture, horticulture and ecological resources, Duke Farms' mission is to be a model of environmental stewardship and to inspire its visitors to become informed stewards of the land.

JOB SUMMARY

The Seasonal Land Steward is a member of the Natural Resources & Agroecology team at Duke Farms. S/he is responsible for working outdoors in varying environmental conditions (i.e. sun, rain, wind, insects, hot, warm, cold temperatures, etc.) performing various physical tasks. These duties will serve to further the sustainability of our environment, particularly the ecological conservation of native flora and fauna, and further the experience of our visitors.

The Foundation has 2 seasonal, full-positions available. Work hours are Monday – Friday and occasional weekends from 6:30am to 3pm. Full-season begins in April and is projected to end in October. This position is temporary and though staff members are expected to work complete seasons there is no guaranteed length of employment.

ESSENTIAL JOB FUNCTIONS

- Support of restoration projects through the monitoring and measuring of project success via data collection, the utilization of basic mapping software, the utilization of GPS units, etc.;
- Work to improve the ecological-system function of woodlands, meadows and aquatic systems throughout the property;
- Support of local fauna management such as participation in organized deer drives and endangered species management projects such as kestrel nest box monitoring;
- Support for and involvement with interdepartmental collaboration on projects and tasks as they arise;
- Support researchers, contractors and consultants on projects done on property;
- Willingness to act as support for various programs, events and festivals as seasonally applicable;
- Support and assist native plant nursery with native plant propagation activities;
- Understanding the relationship between the human-centered and natural areas that make up the park, and exercise proper care and willingness to work on/maintain both;
- Seed collection of native flora with guidance from experienced staff;
- Other related tasks as required.

QUALIFICATIONS:

- Ability and willingness to learn and follow the habitat regeneration process at Duke Farms;
- Ability to utilize hand tools and mechanical tools; experience and knowledge of the use of small power tools a plus;
- Ability to physically traverse property and perform required duties, such as lifting, bending, twisting, walking, climbing, reaching, pulling, pushing, and standing for long periods;
- Ability to lift and carry 30-50lbs;
- Ability and willingness to care for and maintain tools and equipment as needed;
- Ability to maintain flexibility within project schedules and timelines;
- Ability to work outside and withstand the environment (rain, hot, cold, insects, etc.);
- Self-motivated and able to work cooperatively and enthusiastically with other employees, volunteers, allies, consultants, contractors, etc.;
- Good verbal communication and organizational skills;
- Willing to work outside of traditional business hours, including weekends and occasional holidays;
- Knowledge of conservation efforts, and Northeastern native and non-native flora a plus.
- Valid drivers' license.

HOW TO APPLY

Send resume with cover letter to hr@ddcf.org. Include your **last name** followed by "Seasonal Land Steward" in the subject line. Applications will be accepted until March 30, 2018.

No phone calls or in-person applications, please.

It is the policy of the Doris Duke Charitable Foundation to afford equal employment opportunity to all individuals, and we firmly adhere to the equal employment opportunity requirements of all States and localities in which we operate.