



Notice of Open Position

Title: Land Steward (Seasonal)
Location: Duke Farms, Hillsborough, NJ
Reports to: Ecological Resource Specialist
Status: Seasonal (April-October: 1,200 hrs.) Full-Time, 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. The individual in this role will be 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-time 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

- Work to improve the ecological-system function of woodlands, meadows and aquatic systems throughout the property;
- Invasive plant species management on a regular basis via hand work with basic tools, mechanical control work and or herbicide application;
- Support of restoration projects through the monitoring and measuring of project success via data collection, field surveys and observation, note taking and verbal communication;
- Support of local fauna management such as participation in organized deer drives and endangered species management projects such as kestrel nest box monitoring;
- Support and assist native plant nursery with native plant propagation activities;
- Support for and involvement with interdepartmental collaboration on projects and tasks as they arise;
- Support researchers, contractors and consultants on projects done on property;
- Support various programs, events and festivals as seasonally applicable;

- Seed collection of native flora with guidance from experienced staff;
- Maintenance of tools and equipment as needed;
- Other related tasks as required.

QUALIFICATIONS

- Ability and willingness to learn about and promote/enhance the natural habitat regeneration process at Duke Farms;
- Ability to understand 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;
- Ability to utilize hand tools and mechanical tools; experience and knowledge of the use of small power tools a plus;
- Willingness to safely handle and utilize herbicides and application equipment to perform critical invasive species control measures;
- Ability to physically get to the site where work is being performed, and to physically perform required duties, such as lifting, bending, twisting, walking, climbing, cutting, reaching, pulling, pushing, standing, and manual dexterity;
- Ability to maintain flexibility within project schedules and timelines;
- Ability to lift and carry 30-50lbs;
- Ability to traverse the property which includes but is not limited to open fields, uneven terrain, water ways, etc.;
- Able to work outside and withstand the environment (rain, hot, cold, insects, etc.);
- Good verbal communication, listening and organizational skills;
- Self-motivated and able to work cooperatively and enthusiastically with other employees, volunteers, allies, consultants, contractors, etc.;
- Willing to work outside of traditional business hours, including weekends and occasional holidays;
- Knowledge of conservation efforts;
- Knowledge of 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 Steward" in the subject line. Applications will be accepted until March 30, 2019.

No phone calls or in-person applications, please.

The Doris Duke Charitable Foundation is an equal opportunity employer, committed to inclusive hiring, and dedicated to diversity in its work and on its staff. We strongly encourage candidates of all identities, experiences, orientations and communities to apply.