

# Job Advertisement

## Position Title: Stewardship Associate

**Application Deadline:** Open until filled

**Position Term:** April 2024 through October 2024. Term start and end dates are negotiable. Willing to accommodate a part-time schedule during spring and fall for college students who are a good fit.

**Location:** Sparks, NV



FRIENDS of NEVADA WILDERNESS

### Who We Are

Friends of Nevada Wilderness is a statewide conservation non-profit founded in 1984. Friends' mission is to protect all present and potential wilderness from ongoing threats, educate the public about the values of and need for wilderness, and improve the management and restoration of wild lands. We are knowledgeable, passionate, and joyful professionals who feel connected to the lands that we are dedicated to protecting. These are the core values that guide our work:

- **Credible:** We understand that our long-term success is built through trusting relationships and integrity. We are reliable community leaders who are committed to accuracy, honesty, and follow through in all that we do.
- **Effective:** We think outside the box to find areas of collaboration and compromise, and actively work towards reaching tangible, workable outcomes.
- **People-oriented:** We wholeheartedly believe that the outdoors is for all and are devoted to fostering safe spaces where everyone can thrive and express their true selves. We prioritize benefits and policies which ensure that our board, staff, members, and volunteers are well cared for and feel valued.
- **Resilient:** We use story-telling, record-keeping, and retention of long-term staff and board to cultivate a thorough understanding of Wild Nevada's rich history and future trajectory. Through this collective understanding, we have learned that setbacks are inevitable, and that our work is never done.



**Position Summary:** Assist and lead a variety of conservation projects throughout Nevada, mostly in back-country settings, manage volunteers, participate in volunteer recruitment and outreach activities, learn all aspects of volunteer coordination, assist in educational presentations throughout the community and online, and provide photos and written content for Friends of Nevada Wilderness email, social media, and newsletters. This is a great opportunity for those interested in working in conservation, outdoor leadership, and related fields.

**Location:** Work locations are in the Reno area and throughout Nevada's wilderness areas. Due to the remote nature of some of the work sites, camping will be required at times at undeveloped, backcountry sites. Camping at backcountry sites is typically 6-8 nights/month but will vary. Reliable transportation to the Sparks, NV office is essential. Transportation to the field worksites is provided.

### **Primary Responsibilities:**

- Support and lead a variety of stewardship projects throughout Nevada, mostly in backcountry settings, where hiking 1-10 miles and carrying heavy loads (up to 50 lbs) may be required.
- Motivate and support volunteers, keeping them comfortable and enthused
- Take photos and name, edit, and store photos from stewardship program trips and events
- Accurate and timely inputting of data and preparation of project files

[www.nevadawilderness.org/employment](http://www.nevadawilderness.org/employment)

- Participate in volunteer recruitment activities and share information about Friends of Nevada Wilderness volunteer opportunities at community and virtual events.
- Assist in the preparation and distribution of press releases and media packages regarding stewardship opportunities and events to media outlets
- Distribute and maintain posters and fliers throughout the community
- Provide written content and photos for Friends of Nevada Wilderness' e-news and print newsletters
- Keep equipment clean and in working order at all times

#### **Requirements:**

- 18 or older
- US citizen or equivalent
- High School diploma/GED or equivalent experience
- Reliable transportation to and from the Sparks, NV office
- Current driver's license and clean driving record
- Must be reliable, punctual, show up prepared, and willing to follow directions
- Basic computer skills- Word, Excel, data entry
- Flexibility regarding work schedule; some weekends will be required
- Self-motivated, positive attitude, and flexible while working in a multi-task environment
- Ability to communicate and work with a diverse population
- Ability to hike up to 10 continuous miles per day with a heavy pack, lift up to 50 lbs, and work outdoors in all types of weather
- Enjoy the outdoors - due to the remote nature of work, camping will be required (you don't need to be an outdoor expert by any means, you just need to be enthusiastic to spend time outdoors and learn outdoor skills)

#### **Helpful Experience:**

- College courses or equivalent experience in a related field
- Backcountry camping/hiking/backpacking experience
- Volunteer experience related to conservation work
- Leadership experience, formal or informal
- First aid/CPR certification
- Off-highway driving experience and the ability to handle large vehicles
- Spanish language abilities are a plus

#### **Compensation**

\$17-\$19/hour depending on experience plus a \$235/mo health stipend. Certifications paid for by FNW include Wilderness First Aid (WFA), Defensive Driving, and 4WD training.

#### **To Apply**

Email a cover letter, resume, and (3) references with the subject line 'Stewardship Associate' to [employment@nevadawilderness.org](mailto:employment@nevadawilderness.org). Please include experiences we did not specifically ask for, but that you believe may be relevant to this position and our work in your resume or cover letter. Do not mail hard copy materials and do not call.

#### **Justice, Equity, Diversity, and Inclusion**

Friends of Nevada Wilderness is proud to be an Equal Opportunity Employer, and is committed to being a place where a diverse mix of talented people want to come, to stay, and to do their best work. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status