

Stewardship Manager

By MITA - Posted on 17 January 2012

Responsibilities: The Stewardship Manager is responsible for the recruitment, training, coordination, and recognition of MITA's volunteer corps, for implementation of MITA's stewardship programs and for management of MITA's marine fleet and equipment.

Reports to: Program Director

Position: Full time, salary DOE, plus a benefits package that includes health and retirement plans. This position is based in MITA's Portland office and involves frequent travel along the coast, seasonal weekend work, and occasional evening work.

Desired Qualifications

- 2 - 5 years of work experience in a related field or a combination of graduate school study and internship experience
- Ability to recruit, manage and retain volunteers
- Demonstrated boating experience (powerboat maintenance/handling, trailer operation, navigation, safety)
- Knowledge of the Maine coast and regional environmental issues
- Proven leadership and problem-solving experience
- Excellent organizational and multi-tasking capabilities
- Strong written/verbal communication and diplomacy skills
- Proficiency with Microsoft Office suite and familiarity with relational databases
- Valid driver's license

Responsibilities

Oversee MITA's Volunteer Stewardship Programs

Monitor Skipper Program

- Recruit, train and manage volunteer monitor skippers throughout season
- Host annual pre-season skipper meeting
- Develop/maintain skipper schedule and facilitate stewardship runs

Island Cleanups & Work Projects

- Schedule, organize, and implement spring/fall island cleanup events and summer work projects (i.e. trail maintenance, invasive species removal, etc)
- Coordinate all boat transport/logistics and arrange for debris disposal/recycling

Island Adopter Program

- Recruit, support and retain volunteer island adopters
- Engage adopters throughout the year and work to grow the adopter corps

General Volunteer Relations

- Oversee volunteer recognition events/materials. Provide program content for the annual Stewardship Party.
- Ensure well-being of volunteers through compliance with safety protocols
- Manage volunteer waiver forms and reimbursement requests
- Seek ways to improve upon MITA's volunteer management systems

Manage Marine Fleet

- Ensure proper functioning of MITA's vehicle(s), boats, trailers, and gear
- Oversee maintenance, commissioning/winterization and storage of fleet
- Maintain relationships with service and equipment providers
- Maintain schedule for boats and truck for all stewardship needs

Island Stewardship

- Implement management plans/strategies on all Trail sites
- Oversee data collection and compilation efforts along the Trail
- Manage stewardship/educational activities and infrastructure, including walking trails, island signs, logbooks, and group service/outreach projects

Additional Trail and Stewardship Programming

In collaboration with Program Director

- Support development of regional stewardship networks
- Support Casco Bay Caretaker and supervise seasonal interns
- Engage Trail Committee in Trail/Stewardship program issues
- Help further MITA's educational activities and messaging
- Represent MITA at meetings, workshops and outreach events

To apply, please send resume and cover letter AS A PDF DOCUMENT to search@mita.org. Cover letter is required and should explain your interest in the position and summarize your qualifications. You will receive an emailed receipt to acknowledge your application. As a small organization we have limited capacity to process applications, so phone calls and regular mail submissions cannot be accepted.

The Maine Island Trail Association is an Equal Opportunity Employer.