



Assistant Natural Resource Manager

Duties: The Assistant Natural Resource Manager reports to the Natural Resource Manager and Facilities Manager and is responsible for operations duties within the nature center. These duties include maintaining clean, safe and functional visitor service areas, keeping the trail system in good condition, improving and maintaining the variety of habitats within the Ijams boundaries, and assisting the Natural Resource Manager on priority projects. The Assistant Natural Resource Manager also will be responsible for horticulture duties including mowing, weeding, pruning and other tasks. He/she will work with the Natural Resource Manager to create annual work plans.

Key Job Responsibilities

- Operate machinery and equipment in a manner that meets high standards for health and safety.
- Maintain high standards in development and maintenance of natural areas and visitor spaces. Work with native plants, shrubs, trees, native warm season grasses, etc., by adopting sustainable and best-management practices for all key visitor and high-visibility areas to enhance visitor orientation, enjoyment and engagement in interpretive experiences, including but not limited to:
 - Primary and secondary nature center entrances
 - Visitor Center
 - Home Site
 - Mead's Quarry
 - Alice's Garden
 - Jo's Grove
 - River Landing
- Maintain a sustainable trail system that provides exemplary outdoor experiences for hikers, mountain bikers, runners and casual visitors. Work with volunteers and partner agencies/organizations to conduct workdays to maintain trails.
- Improve and maintain all trail structures, including, but not limited to, boardwalks, bridges, signs, steps and railings along Ijams trails.
- Assist in setting and adhere to a regular maintenance schedule for all park equipment and tools using existing and necessary resources or arrange to outsource in a timely manner through qualified and reliable contractors.
- Help manage all aspects of trash, recycling and other waste throughout all outdoor areas.

- Install and maintain clean and functional signage (informational and directional) throughout the Ijams footprint.
- Lead volunteer groups in removing invasive exotic species from the grounds, including privet, honeysuckle, kudzu, tree of heaven, mimosa, paulownia, etc. Apply the necessary herbicides according to sustainable practices and safety policies.
- Monitor for forest disease and insect problems, and conduct appropriate invasive exotic plant control.
- Develop and maintain wildlife habitats by installing and maintaining nest boxes, and edge and meadow habitats. Reforest areas, and rescue and relocate native plants for restoration.

Qualifications/Skills

- Degree in forestry, natural resources or related field, or demonstrated experience in relevant field.
- A personal and professional commitment to conservation and environmental education.
- A personal and professional commitment to health and safety.
- Strong interpersonal skills with high professional standards (attention to detail).
- Demonstrated leadership ability, and direct supervision and motivation of employees and volunteers.
- Excellent organizational, written and verbal communication skills.
- Dynamic, creative self-starter who can produce results while working under pressure.
- Experience with computers and technology required.
- Ability to work as part of a team.
- Ability to work flexible hours.
- Must be able to lift up to 50 pounds, multiple times during a day.

Salary/Benefits

Ijams Nature Center offers a competitive benefits package including generous vacation, health coverage and a 403(b) retirement fund match. Salary is dependent on experience.

To Apply: Email resume and cover letter to Ben Nanny, Natural Resource Manager, at bnanny@ijams.org

Deadline: Friday, September 13, 2019, at 5:00 p.m.