



Big Sur Land Trust is hiring a new Access & Infrastructure Program Manager

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Join Big Sur Land Trust (BSLT) as our full-time Access & Infrastructure Program Manager (AIPM), where you'll play a key role in safeguarding and enhancing the physical infrastructure across incredible preserved landscapes in Monterey County. With your expertise, we will maintain a diverse range of assets, including historic buildings, rugged mountain roads, captivating trails, and other vital infrastructure, such as cattle fencing and water systems. These elements are integral to BSLT's programs, and your role will be instrumental in their protection and ensuring they align with our organization's needs. You'll also spearhead efforts to provide equitable and sustainable access to our preserves and perform other key land management duties, like natural hazard preparedness with a focus on fire planning. Join our outstanding team dedicated to nurturing talent and fostering a supportive, diverse work environment to achieve BSLT's mission:

BSLT is a non-profit organization with a mission to inspire love of land across generations, conservation of our unique Monterey County landscapes, and access to outdoor experiences for all. We see a future where natural landscapes, working lands, urban open spaces and healthy communities are cared for by people who share a love of nature and a deep appreciation for the richness of their diverse cultures.

Caring for the physical infrastructure on land trust properties, achieving land management goals, and supporting equitable access is not only a practical endeavor but also a deeply meaningful one. It's an exercise of our shared commitment to build a world where nature thrives, people flourish, and the bonds between communities and their natural heritage are strengthened. Engaging in land stewardship is an exciting and dynamic process. It can also be challenging, requiring dedication, on-going learning and taking the long view. If you are excited about making a commitment to join a collaborative team that is striving to make a meaningful impact and if you thrive in a fast-paced, multi-faceted work environment, then you will find this position rewarding.

Job Detail

Job Title:	Access & Infrastructure Program Manager
Location:	Monterey, CA (must be available for in-person work)
Status:	Exempt
FTE:	100%
Reports to:	Stewardship Director
EEO:	The Big Sur Land Trust provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, or genetics

Job Duties

General Description :	The AIPM primarily coordinates operations and performs supervisory duties for the Preserve Team within BSLT's Stewardship Program and serves as a resource for topics related to infrastructure planning and maintenance. Under the direction of the Stewardship Director, the AIPM will implement strategies and manage activities that promote more connected and resilient lands and communities in Monterey County. This individual will be responsible for the implementation of a variety of programs and projects of which focal areas include infrastructure management, natural hazard mitigation and response, working rangeland management, visitor access, habitat restoration support, partner/community engagement, and related topics. This is primarily an office-based position but will require periods of significant field time and routine visits to BSLT preserves, some of which are in rugged terrain with challenging conditions.
Examples of Primary Duties:	<p>Land Management</p> <ul style="list-style-type: none"> Maintain regular communication and seek alignment with Stewardship Director regarding management strategies, priorities, and tasks. Help develop and implement a comprehensive Natural Hazard Preparedness and Resilience Program emphasizing four key elements: prevention, protection, response, and recovery. Leverage innovative tools such as prescribed fire and targeted grazing to achieve desired conditions. Serve as a liaison with fire and other emergency preparedness agencies. Address underlying infrastructure needs to support conservation grazing program, habitat restoration, cultural resource protection, and other similar pursuits.

Examples of Primary Duties (Cont.):	<ul style="list-style-type: none"> • Achieve supporting infrastructure goals of large restoration community-benefit projects, including Carmel River Floodplain Restoration & Environmental Enhancement (CRFREE) and Carr Lake wetland restoration projects.
	<p>Access & Infrastructure</p> <ul style="list-style-type: none"> • Manage routine building maintenance issues and ensure buildings meet intended design purposes within designated budgets, staffing requirements, and programmatic vision. • Preserve the historical integrity and care for cultural assets. • Develop preventative maintenance plans and operations manuals and keep up-to-date infrastructure maps. • Generate Sustainable Access Plans by developing and implementing access policies while considering factors such as ecological sensitivity, cultural heritage, and visitor capacity. • Ensure grounds are aesthetically pleasing, safe, and enjoyable to visitors. • Ensure critical systems (e.g., electrical, plumbing, heating) are safe, efficient, and functional. • Manage property schedules and communicate temporary closures. • Respond to and work to prevent vandalism and trespass issues. • Manage agricultural leases and residential rentals. • Assist easement monitoring team with support for relevant violations, projects, infrastructure. • Ensure appropriate signage across preserves – interpretative, directional, boundary, safety, etc. • Collaborate to protect conservation values that may be impacted by public access and project work. • Ensure roads and trails and associated improvements are safe, well maintained, and minimize environmental harm.
	<p>Team Support & Operations</p> <ul style="list-style-type: none"> • Supervise and mentor the Preserve Team to foster leadership, good communication, constructive feedback, motivation, cohesion, and effectiveness. • Develop emergency response plans, identify workplace hazards and mitigation strategies, develop and implement practice drills, and other duties related to risk management and team safety. • Organize work plans, delegate tasks, schedule assignments, set standards, track progress, and evaluate performance. • Coordinate and guide team implementation of complex work plans and key projects • Monitor team capacity, identify necessary resources, and balance work assignments across team. • Perform duties in accordance with provided guidance and prioritization, best management practices, program goals, regulatory frameworks, BSLT policies and procedures, etc. • Manage tools, equipment, and storage.
	<p>Community Relations & Inter-Departmental Collaboration</p> <ul style="list-style-type: none"> • Provide support for acquisitions of fee and easement lands, mitigation projects, and community outreach opportunities. • Help identify private and public grants for project support, participate in special events, develop communications, and embrace a culture of philanthropy. • Help organize volunteer events, research projects, internships, and other opportunities to accelerate the pace of community engagement and strengthening of a shared stewardship ethic. • Participate in cross-departmental collaboration efforts to support and maintain alignment with other key initiatives of the mission and produce communications to share stewardship progress. • Represent BSLT at meetings with landowners, agencies, and partner groups, and in community and professional settings. • Build relations with neighboring landowners, tribes, land managers, ranchers, and fire professionals on relevant matters.
	<p>Administrative Tasks</p> <ul style="list-style-type: none"> • Track progress of Annual Plan projects using the “Trello” project management tool. • Secure relevant permits, review environmental documents, ensure regulatory compliance, and generate agency/grant reports for program work. • Develop and process contracts. • Create maps using ArcGIS Pro, maintain GIS database, and ensure data integrity. • Organize paper and electronic files and maintain SharePoint databases. • Respond to inquiries from the public or organizations on issues associated with assigned duties.

Examples of Primary Duties (Cont.):	<ul style="list-style-type: none"> Participate in the development of budgets and grant applications; monitor team expenditures for materials, equipment, supplies, labor, etc.; and review budget trends to ensure spending is efficient and in accordance with approved annual budget. Provide reasonable, responsive support and other duties as assigned.
Accountabilities	
<p>The NRPM is accountable for delivering the following results:</p> <ul style="list-style-type: none"> Efficient and effective implementation of access and infrastructure and natural hazard preparedness and mitigation programs accomplished according to BSLT goals and Land Trust Alliance Standards & Practices. Preserve Team operations support and management. Recommendations for improvement of strategies, partnerships, and funding sources to support project outcomes. Relationship building with staff, donors, volunteers, and partners. High level of professionalism, ethics, and integrity in all pursuits. Delivery of professional presentations, planning documents, and communications. 	
Qualifications	
Knowledge and Skills	<p>The successful candidate will possess any combination of the education, training, and work experience that provides the required knowledge and skills. Typical qualifying education and experience might include:</p> <ul style="list-style-type: none"> Bachelor’s degree or equivalent work experience in Parks & Recreation or related discipline. Proven experience managing a team. <p>Knowledge of:</p> <ul style="list-style-type: none"> Current principles, practices, and trends in land management and infrastructure maintenance. Fire management principles and experience in implementing measures to enhance fire resilience in land and infrastructure planning. Central California Coast ecology, plant assemblages, invasive weed species, wildlife biology, relevant natural resource issues, etc. (Helpful) <p>Skills in:</p> <ul style="list-style-type: none"> Project management of multiple complex projects with deadlines. Team leadership with strong interpersonal and leadership abilities. Problem-solving, alternatives analysis, and collective brainstorming. Written and verbal communication with demonstrated public speaking and presentation skills. Research, collection, compilation, analysis, interpretation, and reporting of technical field data. ArcGIS skills and database management. Contract development and management.
Physical/Mental Work Demands:	<ul style="list-style-type: none"> Ability to hike, work safely and exercise good judgement outdoors under physical strain on difficult terrain in a variety of environmental conditions, including lifting/carrying up to 50 lbs. Poison oak, insects, reptiles, and other natural elements are regularly encountered. Must have valid driver’s license and safe driving record. Ability to operate 4x4 vehicles over rough terrain is preferred. Work truck provided for work-related activities. This position requires occasional evening or weekend work and rare overnight travel out of town.

Compensation & Benefits: The annual salary range is **\$70K - \$80K**, depending on experience and qualifications. BSLT offers a competitive benefits package including extensive health plan, which includes medical, dental, and vision coverage and life insurance; contributions to a 403(b); and paid holiday, vacation, and sick leave.

How to Apply: The following three items are required to be considered for the position:

1. Your resume
2. Contact information for three work-related references.
3. A letter of interest that addresses qualification requirements, notes availability to start, and answers the Supplemental Questions below:
 - a. How would you use your expertise to protect and improve the physical infrastructure of BSLT’s preserved landscapes?
 - b. Describe your personal leadership style and ensuring accountability to program goals for the Preserve Team.

Please E-mail completed application to employment@bigsurlandtrust.org. Applicants with the most relevant experience and qualifications suitable for the position will be contacted for interviews. No calls, please. **The position is available immediately and will remain open until filled.** For more information about BSLT, please visit www.bigsurlandtrust.org