Berks Nature is Hiring a Trails & Preserve Specialist!

Berks Nature is a 501(c)(3) non-profit conservation organization that has been serving the Berks County community since 1974. For 41 years we were known as The Berks County Conservancy. Our offices are located in a beautiful new LEED Gold nature center located in the City of Reading’s Angelica Park. We believe nature is essential to our quality of life and we demonstrate that through land protection, watershed restoration, trails, community gardens, education programs, State of the Environment, Eco-Camp, and our Nature Preschool.

Interested applicants should send a resume outlining their skills and experience to kim.murphy@berksnature.org by March 15, 2021.

Trails and Preserve Specialist
Berks Nature

Scope of work: The Trails and Preserve Specialist is responsible for the stewardship and maintenance of real estate and trails owned or leased by Berks Nature or BCC Properties, Inc. This position is responsible for maintaining a regular presence on our trails and preserves. This position works closely with the Senior Ecologist and the Land Protection Specialist and is responsible for monitoring, stewarding and maintaining the organization’s 424.94 leased acres, 423.35 owned acres of preserves and nearly 27 miles of trail.

Position reports to: President; works closely with Senior Ecologist and Land Protection Specialist

Essential Job functions:
Specific duties include but are not limited to:
✓ Provide ongoing assessment, maintenance and management of owned and leased properties.
✓ Provide ongoing assessment, maintenance and management of owned or leased trails.
✓ Maintain contact with and relationships with municipal and government partners within which our trails and preserves reside.
✓ Develop and maintain a capital budget and priorities of improvements needed on trails and preserves.
✓ Develop and maintain a reasonable annual budget for maintenance of Berks Nature trails and preserves.
✓ Prepare, organize and monitor grants and respective project budgets.
✓ Assist with organizing land protection transactions.
✓ Update and manage the management plans for the preserves.
✓ Develop climate action plans for each of our owned or leased properties.
✓ Assist with and manage annual monitoring of Berks Nature easements coordinating visits with landowners. Some monitoring and management activities require physical exertion.
✓ Represent Berks Nature on appropriate committees, meetings and/or conferences that effect Berks County and our mission.
✓ Coordinate efforts with local, regional and state government and non-government partners as necessary.
✓ Perform other duties that may be assigned.
General Berks Nature Administrative Duties:

- Staff meetings, financial reporting, filing, report creation
- Participate and support Berks Nature events
- Attend occasional board meetings and/or public information meetings
- Berks Nature is a collaborative, team environment and this position will occasionally support other staff with related projects and programs

Qualifications (Minimum qualifications and experience)

A successful candidate will have broad skills and knowledge of the field of natural resource management and land protection. He or she will:

- Hold a minimum of a bachelor’s degree in environmental resource management or related area, and/or 3-5 years related experience or equivalent combination;
- Have experience with principles of land acquisition and conservation easements;
- Prepare and present project proposals, including negotiating with federal, state and local agencies to achieve program goals;
- Possess superb communication and presentation skills, and have the ability to communicate a compelling and inspired vision, as well as a sense of core purpose to any audience, individually and in groups;
- Work in partnership with other organizations/entities in a collaborative or advisory role, and have the ability to gain cooperation from individuals or groups over whom there is no direct authority in order to accomplish program goals;
- Be able to work with a broad-based constituency that includes influential people who may have divergent views related to environmental issues;
- Have the ability to design, implement, and direct multiple projects, setting deadlines and ensuring program accountability;
- Maintain the confidentiality of sensitive information;
- Experience in managing employees, interns, volunteers and/or temporary employees;
- Proficiency in MS Office word processing, spreadsheet and database management and other office software; knowledge of Acrobat, online meeting platforms;
- Genuine interest in issues related to land and water conservation, community stewardship and trails; previous experience in non-profit or government work a plus;
- Must be able to attend occasional evening or weekend meetings and/or events;
- Position requires work outdoors and standing for long periods of time;
- Have a valid driver’s license and a functioning personal vehicle.
- Have and maintain a pesticide license. (The organization will pay for training and license).

Experience Preferred but Not Required:
Friendly, helpful demeanor
Knowledge of GIS systems
Solution oriented

Knowledge Skills and Abilities:
Training and experience in conservation stewardship and protection.
Knowledge of natural history, biology, ecology, geography and related fields.
Knowledge of watershed science.
Excellent organizational skills.
Ability to communicate well and regularly with our team.

Physical Aspects of the Position:
While performing the duties of this position, the employee is frequently required to sit, bend at the waist, drive to various locations and talk or hear. The employee is occasionally required to stand, walk, reach with hands and arms, stoop, kneel or squat, climb stairs and lift up to 50 lbs. The employee should have the ability to hike over uneven/steep terrain with materials. Close vision is required for reading of documents and computers, and distant vision and depth perception are required for land analysis. Some physical requirements of this position could be endurance including standing, walking or hiking, some bending, stooping, and stretching. Verbal communication to groups in an outdoor setting. Requires normal range of hearing and eyesight to record, prepare, and communicate appropriate activities/programs.

Working Conditions:
Berks Nature offices and The Nature Place and its campus are smoke-free. The Trails & Preserve Specialist is stationed at their own workspace in an open office atmosphere in our nature center building. Successful candidates should have the ability to work harmoniously in a friendly environment. The ideal candidate will be a self-directed, flexible team player and strategic thinker.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee.

Just like it takes a diversity of species to make our natural environment thrive, Berks Nature recognizes that having a culture of inclusion where all individuals feel respected, and are treated fairly will bring us a power of talent to do our work and engage others in the love for and protection of nature. Accordingly, it is Berks Nature’s goal to be intentional and inclusive in the involvement.

H: Staff: updated job descriptions: 2021 Trail and Preserve Specialist