



JOB DESCRIPTION

POSITION: Stewardship Coordinator

EXEMPT / FULL-TIME

ORGANIZATIONAL SUMMARY

The Los Angeles Neighborhood Land Trust is a social justice organization that supports low-income communities of color to more effectively realize their power and influence over the use of land. We work with residents to increase communities' access to nature; healthy organic food; and parks and gardens, while organizing to influence local policies to develop more equitable green spaces for generations to come.

We believe that all residents in Los Angeles, regardless of zip code, racial composition, or income level deserve to walk within ten minutes to a safe and well-maintained park, playground, or garden. As a community-based nonprofit land owner, park developer, and steward for safe public open spaces, we work with residents from design through to stewardship.

The Land Trust's work is rooted in the principles of equity, environmental and social justice, organizing, and land stewardship. Since 2002, we've helped create 22 parks and community gardens throughout the region that directly impact the lives of approximately 220,000 people. We currently operate 10 parks and community gardens and we've got another seven in our development pipeline. You can learn more [about us here](#) or follow us on [Facebook](#), [Twitter](#), and [Instagram](#).

While our offices are located in Downtown LA, our work spans neighborhoods across the City of Los Angeles and unincorporated LA County. We take pride in innovative and challenging work which makes change a part of our regular work day life. Our team is made up of 20+ dedicated and hardworking advocates committed to social justice and equity. We have monthly potlucks, a dedication to health and wellness, and we take time to laugh throughout our workday. At LANLT, you can have a rewarding experience leading meaningful work that provides ample time to give back to the community and have a visible impact. You'll also find the support, coaching, and training it takes to advance your career.

We are looking to bring on an energetic and creative person with an entrepreneurial spirit to fill the role of **Stewardship Coordinator**.

POSITION PURPOSE AND SUMMARY

A support component to organizational operations, organizing, and special projects, the **Stewardship Coordinator** reports to the Director of Operations. The position supports the external community programs, maintenance and operations functions of the organization by enhancing processes and infrastructure that will allow the organization to continue to grow and fulfill its mission. The **Stewardship Coordinator** oversees all aspects of the community programming, management, maintenance and operations of the Land Trust's 12 (and growing) parks and community gardens. The **Stewardship Coordinator** is expected to create organized and detailed systems that enable the organization to achieve high impact. Strong candidates for the position will come with a broad consciousness of environmental justice and equity, as well as a desire to support the growth of community-based leadership. The position will require a minimum of 50% of time spent in the field.



Stewardship is the responsible planning and management of resources that our communities use and benefit from. At the Land Trust, we steward the resources existing within the parks and gardens we operate, and the communities that surround them. We steward our sites with the principles of equity, community, environmental and social justice, and organizing, and we impart those principles in every area of site management.

ESSENTIAL FUNCTIONS: *THE ESSENTIAL FUNCTIONS OR DUTIES LISTED ARE INTENDED AS ILLUSTRATIONS OF THE VARIOUS TYPES OF WORK THAT MAY BE PERFORMED. THE OMISSION OF SPECIFIC STATEMENTS OF DUTIES DOES NOT EXCLUDE THEM FROM THE POSITION IF THE WORK IS SIMILAR, RELATED, OR A LOGICAL ASSIGNMENT TO THE POSITION.*

Stewardship

- Create and maintain master Land Trust park/garden portfolio database
- Assist Director of Operations in the development and annual update of an asset management plan
- Create a deferred maintenance plan for each Land Trust project
- Oversee the management of the Land Trust's caretaker program including caretaker recruitment, when needed
- Manage all contracts related to caretakers and vendors

Park Programs Development and Management

- Working with the Land Trust's members and Organizing Department, develop an annual programming plan for each park
- Recruit, hire, and maintain relationships with instructors, sub-contractors, and partners
- Ensure all contracts are in place and have been reviewed and approved by the Land Trust's Director of Operations
- Design linguistically and culturally appropriate outreach promotional materials where needed
- Ensure all park programming activities are promoted and conducted in a culturally and linguistically appropriate manner
- Create and maintain adequate records of all programs (including accurate sign in sheets for reporting purposes)
- Ensure that all park and garden bulletin boards are up-to-date and include translated materials as needed
- Coordinate with community organizers on programs as needed

Park and Gardens Operations and Maintenance

- Assist in the development of the Organization's budget for operations, maintenance and programming
- Manage the maintenance agreements and relationships that support all Land Trust project sites, including contacts with the City of LA Recreation and Parks, Proposition K, LA County Parks and Recreation, and other public agencies, vendors, consultants, and contractors
- Perform quarterly site visits and maintenance assessments at each project site, and provide quarterly written status reports including maintenance needs for each site to the Director of Operations
- Supervise all maintenance jobs: maintain accurate, detailed, and thorough records of work orders, from work request through payment of vendor



- Ensure that grounds maintenance jobs are completed in a timely manner
- Report and document progress for Land Trust grants that support maintenance activities
- Support the development of grants in obtaining funds to support Stewardship activities
- Develop system for tracking maintenance and repair needs for on-going evaluation and assessment for each site
- Develop system for compliance on safety audits of equipment and other related issues
- Manage all issues pertaining to signage, distribution of keys, and site access for all Land Trust sites
- Order and deliver maintenance supplies to park caretakers
- Maintain ongoing communication and follow-up pertaining to parks and garden sites with appropriate Land Trust staff
- Provide input to Project Managers on maintenance issues related to project design
- Support Director of Operations on projects and/or programs as directed

SUPERVISION/ACCOUNTABILITY

Supervision Scope: Performs highly responsible work requiring the frequent exercise of leadership, independent judgment, and initiative in planning and oversight of the administration of the organization, and in the development and delivery of services to meet staff member, organizational, and community needs.

Supervision Received: Works under the direction of the Director of Operations and consults with the Director of Operations when clarification, interpretation, or exception to organizational policies may be required.

Supervision Given: May supervise interns and volunteers as directed by the Director of Operations.

MINIMUM REQUIREMENTS/QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, as well as other duties as assigned by the Director of Operations. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education and/or Experience** – Bachelor’s Degree and a minimum of three years related experience working in program or project management. Experience working with parks, community gardens, subcontractors highly desirable.
- **Knowledge, Skills, and Abilities** – Knowledge of standard office practices, procedures, equipment, and techniques; excellent organizational and written/verbal communication skills. Ability to plan and achieve annual goals and objectives. Highly organized and responsive to issues in a fast-paced environment. **The successful candidate must demonstrate strong time management skills.**
- **Language Skills** – Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals; ability to write routine reports and correspondence; strong ability to speak effectively before groups. **Conversational Spanish REQUIRED.**



- **Reasoning Ability** – Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- **Computer Skills** – Experience with and knowledge of computer operation; knowledge of Microsoft Office Suite (Word, Excel, PowerPoint, Outlook, etc.), and database applications.
- **Transportation** – This position requires a valid California Driver’s license and a personal vehicle in good working condition.
- **A strong commitment to Land Trust mission including working in dense, low-income communities of color absolutely necessary.**

OTHER REQUIREMENTS

- If a private vehicle is utilized for company purposes validation of a California Class C Driver’s License, validation of driving record and approval of commercial policy insurability is required in conjunction with proof of personal minimum liability insurance coverage per the requirements of the state of California **(REQUIRED)**.
- Reference checks will be conducted. Employment is also contingent upon receipt of acceptable references and successfully clearing a background check **(REQUIRED)**.
- Special Requirements – When necessary, working evenings, weekends, and occasional overnight travel required.

SALARY AND BENEFITS

The Stewardship Coordinator position is a full-time, exempt position. The starting salary range for this position is \$40,000 – 45,000. The Los Angeles Neighborhood Land Trust offers a comprehensive benefits package and a flexible work schedule. Salary is based on qualifications and experience.

HOW TO APPLY

Interested parties should submit (1) a cover letter that includes relevant experience and describes your approach to stewardship, achievements, and 3-5 professional references; and (2) a resume, to:

<https://landtrust.bamboohr.com/jobs/view.php?id=5>

Los Angeles Neighborhood Land Trust 315 West 9th Street, Suite 950 Los Angeles, CA 90015
www.lanlt.org

The Los Angeles Neighborhood Land Trust is an Equal Opportunity Employer m/f/v/d.