Job Title: Stewardship Coordinator
Reports to: Stewardship Program Manager
Location: Burns, Oregon (or other Central or Southeast Oregon locations)
Classification: Full-time/Exempt
Compensation: $58,520-$71,525 DOQ with medical, dental, and vision insurance, retirement plan, and generous Paid Time Off (PTO).
Application deadline: December 1, 2026

Oregon Desert
LAND TRUST
FOR WILD & WORKING LANDS

About Oregon Desert Land Trust
Oregon Desert Land Trust (ODLT) exists to conserve and restore wild and working lands for wildlife and people. Private lands hold much of the water in Oregon's high desert and many private landowners also hold grazing permits that cover millions of acres of public land. This gives even relatively small parcels of private land an outsized influence on the surrounding landscape and makes private land essential to wildlife habitat connectivity, the health of working lands, local economies, and public access to the region.

Like much of the Intermountain West, Oregon's high desert is experiencing a wave of private land turnover. Ranch fragmentation and increases in land valuation are being driven by inter-generational shifts in ownership, emerging investment opportunities, and a transition towards more recreation-oriented properties, among other factors. These changes create both risk and opportunity for conservation.

Since our founding in 2017, ODLT has acquired and conserved more than 23,000 acres of private land. ODLT also holds grazing permits on nearly 600,000 acres of surrounding public lands that contribute to conservation and restoration across this massive 14-million acre landscape filled with mountains, streams, canyons, and playas.

As the only land trust dedicated exclusively to Oregon's high desert, ODLT brings together private landowners, land managers, Tribes, and other partners who share a commitment to keeping this landscape open, healthy, and connected. That local knowledge and shared purpose are the foundation of our work and ODLT's approach to be:

- Community-Minded - We are good neighbors, ready to lend a helping hand, participate in local partnerships, pay property taxes, and buy goods and services locally whenever possible.
- Innovative - We draw on the best available science to develop conservation and stewardship approaches that work over the long term.

- Collaborative - We can't do this work alone. We strive to be good listeners, curious learners, and strong partners in addressing the opportunities and challenges facing the region.
- Results- Oriented - We are resourceful, efficient and committed to leaving Oregon's high desert better than we found it.

Position Summary

ODLT owns properties across Oregon's high desert. Most recently, ODLT acquired Disaster Peak Ranch in south Malheur County. This 2,690-acre property includes livestock grazing permits on 56,744 acres of surrounding public land which help connect more than a million acres of wildlife habitat. These lands are managed in partnership with our ranching partners and state and federal land managers. Broader partnerships on research efforts and conservation management will help establish regional conservation goals, test innovative stewardship techniques, and develop new, collaborative land management strategies on wild and working lands for wildlife and people.

The Stewardship Coordinator supports and coordinates land management on Disaster Peak Ranch and its associated public land allotments, and on other ODLT properties in Deschutes, Lake and Malheur counties. Working with contractors, neighbors, lessees and co-permittees, the Stewardship Coordinator protects, restores, and enhances habitat. In this role they will organize volunteers and partners for hands-on projects such as stream restoration, fence repair and removal, tree planting and monitoring. Across Oregon's high desert, they represent ODLT to neighboring landowners, land managers, Tribal members and nonprofit partners, and serve as a resource on managing land to benefit wildlife, people and local economies.

Key Responsibilities

Land Stewardship, Restoration, and Management (60%)

- Lead management activities (management planning, ecological monitoring, habitat restoration, outreach, etc.) at Disaster Peak Ranch in partnership with state and federal land management agencies, local grazing partners, and regional Tribes.
- Coordinate with land management agencies, Tribes, volunteers, and other conservation partners to identify, fund, and implement restoration and stewardship projects on ODLT lands that do not have an on-site manager.
- Ensure compliance with Land Trust Alliance accreditation requirements by assisting with annual inspections of ODLT lands.
- Assists staff, contractors, and volunteers on management activities (management planning, ecological monitoring, habitat restoration, outreach, etc.) at the neighboring Trout Creek Ranch.

- Co-develop/update and implement management plans at Disaster Peak Ranch and other ODLT lands.
- Recruit, train, organize, and support volunteers for projects such as property inspections, trail work, invasive plant removal, structure maintenance, plantings, natural resource inventories, etc.
- Manage stewardship contracts and communicate with or report to funders, partners, and regulatory agencies.
- Work with ODLT staff, board, and volunteers to identify and implement outreach opportunities with local and regional schools, partners, and the public.
- Build and maintain a culture of collaboration among stakeholders, including recreationists, the scientific community, school groups, regional tribes, and volunteers.

<u>Disaster Peak Ranch Facility Management and Visitor Support (20%)</u>

- Maintains the Disaster Peak Ranch Facilities Calendar.
- Serves as Disaster Peak Ranch's main point of contact for visits by ODLT staff, partners, volunteers, contractors, and others.
- Supports ODLT staff on site visits, tours, etc.
- Coordinates with on-site caretaker to ensure residential facilities and landscaping are in appropriate condition for visitors, including managing related contractors or seasonal employees.
- Partners with on-site caretaker and grazing lessee to identify visitor-related infrastructure and equipment issues (e.g., fueling facilities, damaged vehicles) and coordinates with the Stewardship Program Manager to resolve needed repairs or maintenance.
- Implements visitor policies and updates visitor guidelines and other information as appropriate.

<u>Community Outreach and Fundraising (20%)</u>

- Represent ODLT at meetings and conferences throughout Oregon's high desert with a focus on neighboring landowners, land managers, Tribal members, and non-profit partners and serve as a technical and referral resource for effectively managing land to benefit wildlife, people, and local economies.
- Assist ODLT's communications staff by providing information for monthly e-news and other communications materials and by preparing and delivering presentations, memos, and other documents.
- Work with other staff, volunteer tour leaders, schools, and partner organizations on interpretive and educational materials and opportunities.
- Supports other staff in cultivating funding from individual donors, state and federal grants, and other sources through drafting of proposals and necessary reporting.

Desired Qualifications

We're committed to finding the best fit for our team and encourage you to apply even if you only meet some of the qualifications below. When hiring the Stewardship Coordinator, we will consider both education and experience. ODLT is committed to maintaining an inclusive environment. We welcome diverse backgrounds, perspectives, and voices.

- Degree in and related experience in land management, natural resource management, environmental science, or similar field.
- A demonstrated working knowledge of computers and software, such as Microsoft Word and Excel, and a desire to build or maintain that knowledge through training.
- Familiarity with GIS tools like ArcGIS, Survey123, Field Maps, and Google Earth.
- Experience managing sensitive species and understanding ecosystem restoration and management concepts.
- A team player with strong diplomacy, interpersonal and problem-solving skills.
- Demonstrated ability to communicate effectively, both orally and in writing with landowners, the public, media, professional colleagues, and government entities.
- Proven experience implementing complex or multiple projects, including managing staff/volunteers, contractors, workload, and finance.
- An ability to manage projects and meet deadlines.
- Must have a valid driver's license and a clean driving record.
- A deep appreciation of western landscapes and the people who live and work here.

Working Environment:

We have Oregon offices in Bend and Fields. We have an engaged board of directors, volunteers, consultants, and other full-time staff members. We are a fun, passionate group dedicated to our corner of southeast Oregon. We encourage personal development and support opportunities for continuing education. Day-to-day work environment varies but includes the following:

- Regularly exposed to amazing vistas, wildlife, and adventure.
- Occasionally required to hike through rugged terrain, walk over uneven ground, or climb under or over obstacles.
- Regularly works in snow, rain, and hot and cold weather.
- Occasionally soaks in nearby hot springs.
- Regularly sits or stands at a desk or computer workstation.
- Continuously challenged to provide innovative, problem-solving ideas in a team environment.
- Regularly required to operate trucks, trailers, and all-terrain vehicles.
- Occasional evening or weekend work.
- Occasionally lifts, positions, or moves objects weighing up to 50 pounds.

To Apply:
Please email a PDF cover letter and resume to info@oregondesertlandtrust.org with "Stewardship Coordinator" in the subject line. Applications will be accepted until the position is filled, but a first wave of applications will be considered beginning December 1, 2026.

Additional information about ODLT can be found on our website at www.oregondesertlandtrust.org. You can also subscribe to our eNewsletter to receive updates on our work or read recent articles about our work by visiting the Good Reads section of our website.