



## Preserve Manager – Little Spokane (Part-Time, starting)

### Inland Northwest Land Conservancy

**Department:** Stewardship

**Supervisor:** Stewardship Director

**Work Location:** Hybrid

**Starting Wage:** \$26.00/hour (part-time); \$55,000 salary upon transition to full-time

**Mission:** Protect and care for the lands and waters essential to life and the well-being of communities in the Inland Northwest.

**Vision:** People across our region collaborating together to conserve the natural lands, waters, and open spaces that sustain and enrich life, fostering nature’s resilience for generations to come.

### Position Summary

The Inland Northwest Land Conservancy (INLC) is seeking a highly motivated Little Spokane Preserve Manager to join our stewardship team. This is a part-time position to start, with a clear pathway to full-time work beginning January 1, 2027 — making it an exceptional opportunity for someone looking to build a long-term career in hands-on land conservation.

In the first phase of this role, you’ll focus on managing INLC’s owned lands in the Little Spokane River corridor: leading habitat and capital improvement projects, managing our native plant nursery, coordinating volunteers and conservation crews, and building relationships with Tribal nations, agency partners, and the broader conservation community.

Beginning in 2027, the position may expand to include private lands stewardship — conducting annual monitoring visits to conservation easement properties, building trust-based relationships with easement landowners, and helping defend the conservation values INLC has committed to protect in perpetuity. This work is relationship-intensive and documentation-focused; you won’t be managing those properties directly, but you’ll be a critical link between INLC and the private landowners who are our partners in conservation.

Like all positions at INLC, this role will evolve to fit the needs of conservation and stewardship in our region. The ideal candidate is mission-driven, adaptable, and excited about growing with the organization.

#### A note on the full-time pathway

This position is intentionally designed to grow. We’re hiring now for a part-time preserve manager, and committed to expanding the role to full-time on January 1, 2027 for the right candidate. If you’re looking for a role where you can put down roots, develop a broad set of conservation skills, and become a cornerstone of our stewardship team — this is it.

### Phase 1 Duties: Preserve Management (Starting Now)

Area of Responsibility	Essential Duties	% Time
Land Management	<ul style="list-style-type: none"><li>Implement land management plans for Little Spokane area properties, in coordination with the Stewardship Director.</li><li>Carry out on-the-ground stewardship tasks including fuels reduction, noxious weed treatment, signage installation, trail maintenance, and hazard response.</li></ul>	40% / 20%

Area of Responsibility	Essential Duties	% Time
	<ul style="list-style-type: none"> <li>Conduct regular monitoring of INLC-owned lands using stewardship database, Landscape.</li> <li>Coordinate “Future Conservationists” interns during seasonal work (May–September).</li> <li>Oversee projects completed by conservation contractors like the Washington Conservation Corps.</li> </ul>	
<b>Capital &amp; Habitat Projects</b>	<ul style="list-style-type: none"> <li>Lead capital improvement projects from planning through completion, including overseeing contractors and managing project budgets and timelines.</li> <li>Implement habitat restoration activities alongside restoration partners, with emphasis on riparian and wetland systems.</li> <li>Ensure compliance with grant and funder requirements for all capital and restoration projects.</li> <li>Maintain INLC’s cache of vehicles, tools, and supplies at Glen Tana. Note: vehicle is manual transmission.</li> </ul>	10% / 5%
<b>Native Plant Nursery Management</b>	<ul style="list-style-type: none"> <li>Manage, maintain, and grow INLC’s native plant nursery including regular plant monitoring, inventory, and management of irrigation and other infrastructure.</li> <li>Coordinate deployment of nursery stock to support habitat restoration and native species installations across INLC- or partner-managed project sites.</li> <li>Coordinate with nursery partners to ensure compliance and cooperation with nursery agreements.</li> </ul>	20% / 10%
<b>Volunteer Management</b>	<ul style="list-style-type: none"> <li>Work with the Communications and Engagement team to recruit, coordinate, and supervise volunteers in support of land management and restoration goals.</li> <li>Coordinate Volunteer Land Stewards to support monitoring and project needs on INLC-owned lands.</li> </ul>	10% / 5%
<b>Partner Relationship Development</b>	<ul style="list-style-type: none"> <li>Build and maintain productive relationships with key partners including: the Kalispel Tribe of Indians, the Spokane Tribe of Indians, WDFW, Washington State Parks, US Fish and Wildlife Service, Spokane County Parks, the Noxious Weed Board, and non-profit partners like The Lands Council, Pheasants Forever, Spokane Mountaineers, Washington Trails Association, and Spokane Conservation District.</li> <li>Represent INLC in collaborative planning processes as needed.</li> </ul>	10% / 5%
<b>Budget Management</b>	<ul style="list-style-type: none"> <li>Prepare and monitor the land management portion of the budget in coordination with the Stewardship Director.</li> <li>Prepare basic funding requests and supply program data to support grant preparation by the Philanthropy team.</li> </ul>	10% / 5%

## Phase 2 Duties: Conservation Easement Stewardship (Beginning January 2027)

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Upon transition to full-time, the following responsibilities will be added to the role for the right candidate. Training and support will be provided during the onboarding period.

Area of Responsibility	Essential Duties	% Time
<b>Easement Monitoring</b>	<ul style="list-style-type: none"><li>• Conduct annual monitoring visits for a defined portfolio of conservation easements, documenting conditions using INLC’s stewardship database and photographic records.</li><li>• Write clear, accurate monitoring reports in accordance with INLC standards and Land Trust Alliance best practices.</li><li>• Review easement documents and baseline reports prior to visits to ensure accurate assessment of conservation values.</li></ul>	30%
<b>Landowner Relations</b>	<ul style="list-style-type: none"><li>• Cultivate positive, trust-based relationships with easement landowners through regular communication, site visits, and responsive follow-up.</li><li>• Navigate sensitive landowner situations with professionalism and care, escalating to the Stewardship Director when needed.</li><li>• Maintain clear and timely correspondence with landowners regarding monitoring schedules, findings, and any follow-up items.</li></ul>	15%
<b>Violation Response &amp; Defense</b>	<ul style="list-style-type: none"><li>• Identify, document, and report potential easement violations or encroachments, with thorough records to support follow-up and, if necessary, legal response.</li><li>• Assist in preparing documentation for violation response in coordination with the Stewardship Director.</li></ul>	5%

## Minimum Qualifications

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- Bachelor’s degree in a related field such as land use planning, natural resource management, forestry, or ecology; or equivalent professional experience in conservation land management.
- Working knowledge of land stewardship fundamentals including forest health management, noxious weed treatment, trail maintenance, and habitat restoration. Relevant certifications strongly encouraged (e.g., pesticide applicator license, chainsaw certification).
- Experience with riparian or wetland restoration principles is strongly preferred.
- Familiarity with conservation easements, real property concepts, or land trust practices is a plus but not required. We’ll train the right person.
- Must be willing to work some non-standard hours, including evenings and weekends, for volunteer events.
- Current and valid driver’s license and reliable transportation.
- Ability to work independently under physically demanding outdoor conditions.

## Required Knowledge, Skills, and Abilities

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- Highly motivated and mission-driven, with a genuine commitment to land conservation.
- Able to work both independently in the field and collaboratively across a team and partner network.
- Strong organizational skills, with the ability to manage multiple projects, set priorities, and meet deadlines.
- Clear and proactive communicator, comfortable working with diverse groups including Tribal nations, agency partners, contractors, volunteers, and private landowners.
- Skilled at identifying and resolving problems in the field and in professional relationships with care and respect.
- Exceptional attention to detail in written documentation and record keeping.
- Comfortable reading and interpreting legal documents such as conservation easement deeds (training provided).

## Work Environment & Time Commitment

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This position begins as part-time (approximately 20 hours/week) and is scheduled to expand to full-time (40 hours/week) on January 1, 2027. Both phases are based in Spokane, Washington, with a hybrid schedule split between the field and the office.

During the active season (spring through fall), most time is spent outdoors on land management, monitoring, and restoration work, ideally alongside volunteers. During the slower winter months (December–February), administrative tasks take precedence, though field time remains a significant part of the workload.

## Compensation & Benefits

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Part-time phase (now through December 31, 2026): \$26/hour. Part-time employees at INLC are eligible for a competitive benefits package including pro-rated health and vision insurance, paid leave, holidays, and retirement savings with employer match.

Full-time, permanent phase (beginning January 1, 2027): Annual salary of \$55,000. Full-time employees receive health insurance, vision insurance, a 401(k) with employer match, and begin accruing vacation time and other paid time off upon transition.

This position reports to the Stewardship Director and works with the broader INLC staff team.