

Position Description

Biologist

The Wildlife Heritage Foundation (WHF) is a 501(c)(3) public nonprofit conservation organization holding conservation easements over 85 properties encompassing more than 30,000 acres throughout California. The preserves vary in size from less than an acre to thousands of acres and are managed in accordance with approved operation and management plans. WHF is looking for a mid-level biologist willing to work 30 to 40 hours per week under a flexible schedule. The selected candidate will possess following qualifications:

- BS degree with emphasis in botany or wildlife biology.
- Two to five years paid work experiences as a biologist following degree conference.
- Working knowledge of the native flora and fauna of California
- Working knowledge of the weed flora of California.
- Experience with state and federal environmental laws, including the federal Clean Water Act and state and federal Endangered Species Acts.
- Experience with GPS and digital cameras.
- Experience with ArcGIS and MS Access, and the suite of Microsoft Office computer programs.
- Willingness to travel throughout California to conduct field surveys on preserved properties.
- Must have and maintain a valid California driver's license and safe driving record.
- Excellent technical writing skills.
- Able to prepare annual budgets provide preserve stewardship services within specified budgets.
- Must have and maintain a valid California driver's license and safe driving record.
- Ability to work in the field under a variety of conditions.
- Proven self-starter, able to work efficiently and effectively with minimal supervision.

Specific tasks include:

- Field monitoring of native and exotic species on preserve properties and inspect preserve for compliance with conservation easements conditions and other management obligations.
- Carry out preserve management activities such as vegetation management, fence repair, sign posting, and prepare scopes of work and contracts for specific land management services.
- As appropriate, analyze and interpret monitoring data and incorporate information into adaptive management plans and annual reports.
- Develop and maintain a permanent record of preserve stewardship and land management activities, decisions taken, and preserve conditions through time.
- Prepare annual reports to state and federal regulatory agencies for each preserve.
- Mapping of existing and changing conditions on preserves using GPS/GIS technology
- Periodic review of all documents associated with individual preserves.
- Prepare Operations and Management plans and Conservation Easements documents.

Working conditions:

- Regularly required to hike through a variety of habitat types and terrain, walking on uneven ground, climbing over obstacles, and accessing remote locations.
- Regularly sits or stands at a desk or computer workstation.
- Regularly required to operate a WHF vehicle including ½ ton pickup and ATV.
- Frequently works alone.
- Some evening and weekend responsibilities including travel.

- Occasionally required to use or supervise the use of powered equipment such as weed trimmers, chain saws, and other power tools
- Occasionally lifts, positions, or otherwise moves objects weighting up to 50 lbs.

We are a small office and the selected candidate must have a variety of skills and be willing to learn new skills as needed. If you meet these qualifications, please submit a resume and a list of references to:

Lisa Williams
Wildlife Heritage Foundation
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Lincoln, California 95648
lwilliams@wildlilfeheritage.org

Salary and benefits are dependent on experience. Resumes may be submitted via hard copy or electronic submission only. Please no phone calls regarding this offer for employment. For more information about WHF, please review our website at: <http://www.wildlifeheritage.org>.