



## Stewardship Project Coordinator Job Announcement

Friends of Hopewell Valley Open Space (FoHVOS) seeks a motivated and detail-oriented stewardship professional to join our dynamic team. FoHVOS has recently expanded its stewardship services on public and private lands, both corporate and individually owned. This is a unique opportunity to join our growing organization that is leading the charge on science-based stewardship efforts and contribute to meaningful conservation across public and private lands, support innovative programs like the New Jersey Invasive Species Strike Team, and focus on the creation of high-quality ecological restoration.

### Job Overview

The Stewardship Project Coordinator plays a critical role within the stewardship team at FoHVOS, with primary responsibility for managing and delivering the organization's growing fee-for-service stewardship program, while also supporting stewardship of FoHVOS preserves and contributing to mission-driven initiatives. This role ensures high-quality ecological outcomes of stewardship projects while blending project management, field leadership, and program coordination.

The Stewardship Project Coordinator has management responsibilities, including oversight of contractors, coordination of field staff, and leadership of key stewardship initiatives. Depending on candidate experience, the position may also support coordination of the New Jersey Invasive Species Strike Team (NJISST). Contribute to outreach, communications, and organizational priorities. Occasional evenings and weekends are required.

### Primary Responsibilities

#### Fee-for-Service Stewardship Program

- Manage implementation of all fee-for-service stewardship and restoration projects, including:
  - Stewardship plan preparation including development of effective and efficient strategies
  - Habitat restoration projects
  - Invasive species control contracts
- Develop project scopes, schedules, and workflows to ensure efficient and high-quality completion of work
- Oversee contractor coordination, project budgets, timelines, and deliverables
- Serve as a liaison for clients, ensuring clear communication, progress updates, and reporting
- Ensure all contractual obligations are met, including follow-up tasks such as reporting and invoicing
- Collaborate with the Partnership Manager and staff to support continued growth of fee-for-service work

#### Stewardship & Preserve Management

- Implement stewardship plans across FoHVOS preserves and partner lands, applying professional judgment to translate management strategies into actionable field work
- Provide leadership for foundational stewardship, including habitat management, restoration maintenance, and preserve operations
- Oversee and/or perform ecological monitoring, including forest health monitoring, data collection, and analysis
- Maintain and prioritize monitoring schedules to ensure long-term stewardship goals are met
- Support or lead implementation of stewardship initiatives such as deer management, rare species monitoring, and habitat restoration

#### Staff Coordination

- Manage seasonal staff and summer intern program, including hiring, training, scheduling, and ensuring quality work



- Provide field leadership and ensure work is completed safely, efficiently, and to a high standard

### **NJ Invasive Species Strike Team (NJSST) – Flexible Role**

- Support coordination of NJSST projects, contracts, and partnerships
- Assist with implementation tracking, reporting, and partner communication
- Contribute to outreach, training, and program visibility
- **Level of responsibility will depend on experience**, ranging from coordination support to partial program management

### **Desired Qualifications**

- Bachelor's degree (Master's preferred) in ecology, natural resources, or related field
- 3–7+ years of experience in land stewardship, restoration, or project management
- Demonstrated ability to manage multiple projects, timelines, and contractors
- Knowledge of New Jersey ecosystems, invasive species, and restoration practices
- Field mapping of native plant communities and invasive species populations
- Experience with stewardship planning and implementation
- GIS experience required; knowledge of available GIS data and ability to utilize information for stewardship planning
- Strong communication, organizational, and problem-solving skills
- Ability to work independently and collaboratively
- Ability to perform physically demanding outdoor fieldwork

### **Position Details**

- Full-time, 40 hours per week
- Based in Hopewell Township, NJ with regular fieldwork across the state
- Occasional evening and weekend work required

### **Compensation and Benefits**

FoHVOS offers a competitive compensation package commensurate with experience. Benefits include:

- ICHRA program to subsidize health insurance premiums
- Paid time off (vacation, sick, personal) and paid holidays
- Retirement plan with employer contribution
- Professional development support
- Mission driven, collaborative work environment

Salary range: \$60,000 – \$67,000, commensurate with experience and level of responsibility.

## **Application Instructions**

To apply, please submit the following materials via email to: [jrogers@fohvos.org](mailto:jrogers@fohvos.org); Subject line: Stewardship Project Coordinator Application – [Your name]

- A cover letter detailing your interest and qualifications
- A current resume
- Contact information for three professional references

Applications will be reviewed on a rolling basis until the position is filled. Early applications are encouraged, with last applications accepted July 15, 2026.