



Title: VHCB AmeriCorps Land Management & Restoration Coordinator

Reports to: Lands Director

Effective Date: October 31, 2025

POSITION OVERVIEW

Vermont Land Trust protects land and fosters connections to the farms, forests, and community spaces that define us. Through the Vermont Housing & Conservation Board (VHCB) AmeriCorps program, we seek a Land Management & Restoration Coordinator to expand our capacity across three program areas: Lands, Restoration, and Forestry. This position, based in VLT's Newport office, will help build baseline information across our owned properties and create critical capacity to coordinate riparian restoration projects.

ESSENTIAL JOB RESPONSIBILITIES

- Support native ecosystems on VLT-owned lands by conducting invasive plant and insect assessments and coordinating control efforts of invasive species.
- Support public use of VLT-owned lands through planning and maintenance of trail systems, parking areas, and signage.
- Assist with community garden management on VLT-owned lands including: soil and site preparation, water irrigation set up and maintenance, compost management, and end of season closeout.
- Support the establishment of forested riparian buffers on conserved lands by physically flagging new buffers on conserved farms, coordinating tree plantings, and tending and monitoring planted trees.

QUALIFICATIONS

- AmeriCorps qualifications (45 CFR §2522.200(a)) include the following:
 - Be at least 17 years of age at the commencement of service; or be an out-of-school youth 16 years of age at the commencement of service participating in a program.
 - Have a high school diploma or its equivalent; or not have dropped out of elementary or secondary school to enroll as an AmeriCorps participant and must agree to obtain a high school diploma or its equivalent prior to using the education award; or obtain a waiver from AmeriCorps (see details on application



site); or be enrolled in an institution of higher education on an ability to benefit basis and be considered eligible for funds under section 484 of the Higher Education Act of 1965 ([20 U.S.C. 1091](#)).

- Be a citizen, national, or lawful permanent resident alien of the United States.
 - Satisfy the National Service Criminal History Check eligibility criteria pursuant to [45 CFR 2540.202](#).
 - Be committed to the VHCB AmeriCorps program's ethic of service, appreciation of diversity, and personal and professional development of its participants.
- Additional qualifications
 - Understanding of and commitment to the Vermont Land Trust's vision and mission.
 - Bachelor's degree in Environmental Science, Natural Resource Management, or related field.
 - Experience with field service, navigating difficult terrain, compass skills, and map reading skills.
 - Experience with equipment, including tractors, all terrain vehicles, power tools, and hand tools.
 - Experience with field mapping, ArcGIS, and GPS.
 - Ability to coordinate multiple projects simultaneously while maintaining attention to detail.
 - Excellent interpersonal and communication skills. Ability to communicate with different personalities.
 - Ability to represent VLT and interact effectively with a wide range of organizations and individuals, both inside and outside the organization.
 - Ability to serve independently and remotely, and to engage in independent and group problem solving.
 - Ability to effectively operate computers and assigned software, including Microsoft Office Suite, mapping software including ArcGIS, and digital photography-related software.
 - Strong planning, organizational, administrative, problem-solving, and decision-making skills.
 - Pass Vermont AHS Child Protection and Adult Abuse Registry Checks.
 - Have the ability and enthusiasm to drive to, attend, and participate in all required trainings and events, and be prepared to drive up to 2-3 hours each way.
 - Available to regularly serve 40 hours per week.



WORKING CONDITIONS & PHYSICAL DEMANDS

Work is performed outdoors in all weather conditions and may involve exposure to noise, dirt, dust, smoke, vehicle and other fumes, and to large machinery and livestock. Frequent standing, walking, and climbing on steep, wooded terrain is required. Operate varied equipment, including GPS, compass, clinometer, pruning saw, shovel, digital camera, ATV, tractor, and occasionally a chainsaw or snowmobile. Operate a motor vehicle and travel regularly. Occasional lifting is required.

Some work is performed in a normal office environment (i.e., VLT's Newport office). This work is not subject to extremes of noise, temperature, odor, etc. Operate computer, printer, photocopier, fax machine, and other office equipment, as well as cameras and GPS units. Work may require extended sitting and repetitive motion in the use of computer, keyboard, and mouse.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. 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.

COMPENSATION

This position is full-time, requiring 1,720 hours for an average of 40 hours per week for 47 weeks. Members will receive a living allowance of \$30,500 (pre-tax) and an education award of \$7,395 (pre-tax) upon successful completion of service.

All positions are eligible for health insurance, training opportunities, and leadership development.

The Vermont Land Trust is an Equal Opportunity Employer. We encourage people of all backgrounds and lived experiences to apply. We recruit, employ, compensate, and promote without regard to race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, physical or mental disability, genetic or family medical history, marital, parental, veteran, or military status, unfavorable military discharge, or any other status protected by applicable federal, state, or local law.

ABOUT THE VERMONT LAND TRUST



Vermont is a place where the well-being of land and people is entwined. With families, communities, and partners, the Vermont Land Trust conserves land and fosters life-long connections to the farms, forests, and natural areas that define us.

VLT is a nationally recognized leader in conservation. Rooted in Vermont since 1977, we have protected more than 650,000 acres of farmland, forestland, and community lands, covering over 11% of the state. Much of this land is privately owned and contributes to our abundance of local food, maple and timber products, tourism and recreation, and the vitality of our towns and villages.

OUR VALUES

Trust is in our name, and it lies at the center of who we are. Taking the time to listen and learn is in our bones. In every interaction, we strive to be reliable, communicative, and fair. Our core values, co-created with staff, continue to guide our intentions, actions, and culture.

Service: We value service through high-quality work and bring integrity to all that we do, inspired by our mission.

Trust: We value building and maintaining the trust of the communities and people with whom we work.

Communication: We value transparency, listening, curiosity, candor, clarity, and patience.

Fairness: We value diverse experiences and perspectives and strive to extend the benefits of our work to all.

Community: We value a supportive and collegial environment based on teamwork and mutual respect.

Learning & Growth: We value growth and improvement that challenges us and fosters learning, creativity, and flexibility.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer, as the employer's needs and requirements of the job change.