The Iowa Natural Heritage Foundation (INHF) is one of the leading statewide, private, nonprofit conservation organizations in Iowa. The Blufflands region of northeast Iowa has long been a priority area for the foundation due to the abundant and diverse natural resources. INHF manages several properties in this beautiful corner of Iowa. To help accomplish our mission of protection and restoration, the foundation is seeking a passionate, well-organized self-starter for a casual part-time position.

**JOB DESCRIPTION**
The Blufflands Field Assistant (BFA) works directly with the Blufflands Associate and Blufflands Director to carry-out and further develop the Iowa Natural Heritage Foundation’s protection and stewardship activities in northeastern Iowa. Work will primarily occur on INHF-owned land and private land protected by INHF in a seven county area. The Bluffland program’s operational base is located in Decorah, Iowa.

**DUTIES INCLUDE**
- Assist with all aspects of natural area stewardship on remnant and reconstructed prairie, oak savanna, woodlands and streams, including prescribed fire, invasive species control, thinning and seed collection.
- Maintain and repair stewardship equipment.
- Complete annual site inspections and reporting of INHF-owned properties.

**REQUIRED EDUCATION AND SKILLS**
- Baccalaureate degree in natural resource management, animal ecology, wildlife biology, botany, forestry, environmental sciences or a related field.
- Knowledge and field experience with natural area restoration and management.
- Experience in the identification of native and non-native flora and fauna.
- Experience operating and maintaining power equipment including chainsaws, brush cutters and ATV’s.
- Experience using herbicides and application equipment.
- Experience with prescribed fire (S130/S190 certification preferred).
- Ability to work long hours in adverse weather conditions and difficult terrain.
- Well-developed interpersonal communication skills.
- Ability to work with a broad range of people with different skill sets, backgrounds and personalities.
- General understanding of agricultural practices and issues.
- Ability to budget time and resources among multiple demands.
In addition to the above list of required education and skills, the BFA must have a valid driver’s license and personal vehicle that can be used for work activities. The BFA must also have the ability and flexibility to travel throughout NE Iowa on short notice. Travel to other locations in the state, including Des Moines, may be necessary, but less common. Overnight stays will occasionally be necessary when completing land stewardship activities.

The BFA participates in other projects and programs of the foundation as directed by the President, Blufflands Associate or Blufflands Director, and always represents the Iowa Natural Heritage Foundation in a positive, courteous and professional manner.

**COMPENSATION AND WORK DATES**

- $17.00/hour
- Approx. 24-32 hours/week
- Total hours not to exceed 1,040
- No benefits
- Mileage paid for work related travel
- Approx. Start Date – March 16, 2020
- Approx. End Date – November 27, 2020

**HOW TO APPLY**

The application deadline is **Friday, February 14, 2020**.

The application shall include the following three items:

1. Cover letter explaining how your skill-set and experience fits the position and how you would make a valuable addition to INHF.
2. Resume.
3. List of three references and their contact information.

Send your completed application either electronically (PDF or Word format) or by mail to:

Jered Bourquin  
Bluffland Associate  
Iowa Natural Heritage Foundation  
1111 South Paine Street  
Suite E  
Decorah, IA 52101

[jbourquin@inhf.org](mailto:jbourquin@inhf.org)