

Stewardship Coordinator

About the Accokeek Foundation

For nearly 70 years, the Accokeek Foundation has cultivated a passion for the natural and cultural heritage of Piscataway Park and commitment to stewardship and sustainability. In partnership with the National Park Service and affiliated communities, the Foundation stewards 300 acres of Piscataway Park while honoring the Indigenous people and values that shaped and continue to shape this land. Park visitors will experience the interconnectedness of all life as they come to know the historical and cultural significance and regenerative potential of the indigenous landscape that is Piscataway Park. The park is open daily to visitors of all ages who enjoy a quiet landscape for recreation and reflection. Annually, thousands of school youth experience land-based education, learning about environmental stewardship through a historical lens.

Position Overview

The Stewardship Coordinator supports the implementation of natural resource management activities within the Accokeek Foundation's area of responsibility for Piscataway Park. Working under the direction of the Stewardship Director, this position assists with stewardship fieldwork, volunteer and seasonal staff coordination, partner support, and documentation to help maintain healthy and balanced ecosystems.

Primary Responsibilities

- Assist with the implementation of the plant management schedule, including removal of nuisance plants, collection of native seeds, and sowing native seeds in designated locations.
- Support shoreline cleanup efforts, including trash removal as the tidal conditions allow, often in coordination with staff and volunteers.
- Perform routine maintenance on stewardship tools and equipment to ensure safe and effective use
- Monitor and document stewardship activities and outcomes; assist with data collection, photo documentation, and reporting
- Coordinate volunteer engagement, including onboarding, scheduling, supervision during activities, and retention support
- Assist with recruitment, onboarding, and day-to-day coordination of seasonal staff under the direction of the Stewardship Director
- Support partner collaboration by assisting with meeting scheduling, activity coordination, and tracking progress toward grant objectives
- Assist with community outreach and educational initiatives, including event support and field-based learning activities
- Conduct regular trail walks to identify hazards and perform routine trail and site care, reporting issues as needed

Secondary Responsibilities

- Support the livestock team by assisting with livestock feeding, watering, health checks, etc.

Qualifications

- Strong interpersonal and communication skills
- Proficiency with Microsoft Office 365 (Outlook, Word, Excel, Teams)
- Ability to manage multiple tasks, follow schedules, and meet deadlines
- Strong organizational skills and attention to detail
- Ability to work independently on assign tasks while collaborating as part of a team
- Availability to work evenings and weekends, as scheduled

Preferred Skills:

- Bachelor's Degree (B.S.) from a four-year college or university or 1-2 years related experience and/or training; or an equivalent combination of education and experience
- Experience with mapping, data collection, or analysis using GIS software (ArcGIS, QGIS, or similar)
- Experience supporting volunteer programs and working with diverse community groups
- Familiarity with basic graphic design, communications, and contact management tools
- Experience operating outdoor powered machinery (tractors, chainsaws, etc)

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, use hands, reach with hands and arms, and talk or hear. The employee is frequently required to stand, walk, stoop, kneel, crouch or crawl, and smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and distance vision.

Compensation and Benefits

This is a full-time (40 hours per week), non-exempt position with a salary range of \$18.00- \$20.00 per hour based on experience, with evening, weekend, and holiday availability as needed. The eligible employees receive a comprehensive benefits package that includes flexible paid time off, a cost-share benefit with 50% of health insurance premiums covered, retirement plan matching, and employer-paid disability and life insurance, supporting both professional sustainability and personal well-being.

To apply: Send a resume and cover letter describing how your experience, skills, and interests make you uniquely qualified for this position by email with the subject line "Stewardship Coordinator" to rharley@accokeek.org. Applications received by March 31, 2026, will be given priority consideration. The position will remain open until it is filled.