



Red Mill Preserve Caretaker & Facilities Specialist Job Description


Location:	Red Mill Preserve, located on San Juan Island, three miles outside of Friday Harbor, WA
Salary:	\$21,440 to \$27,440 annually This annual salary above includes both paid cash compensation (monthly) and unpaid annual housing/utilities value compensation. Specific paid cash compensation amount will depend on experience.
Benefits:	3% matching IRA contributions in next calendar year, generous vacation, medical/family leave, 11 holidays/year
Hours:	20 hours/week, live-in Caretaker position
Reports To:	Director of Stewardship
Deadline:	For consideration apply by March 23, 2023

Summary:

Red Mill Farm is a 748-acre working farm preserve on San Juan Island owned by the San Juan Preservation Trust. The caretaker's primary responsibility is maintenance of the preserve's residential grounds, equipment, and buildings. The secondary responsibility is general maintenance, as assigned on other preserves located across the archipelago. The caretaker will reside at Red Mill in a newly remodeled small home.

Organizational Profile

The San Juan Preservation Trust (www.sjpt.org), founded in 1979, is a private, nonprofit, nationally accredited land trust dedicated to helping people and communities conserve land in the San Juan Archipelago of Washington State.



Together with our landowner partners and members/supporters, the Preservation Trust permanently protects more than 300 properties, 50 miles of shoreline, 25 miles of trails, and 19,000 acres on 21 islands, including land now managed as public parks, nature preserves, wildlife habitat, and working farms and forests.

The Preservation Trust—a 501(c)(3) nonprofit organization—is governed by a volunteer Board of Trustees and currently employs 13 full-time staff and 8 part-time staff. Headquarters are on San Juan Island, which is served by the Washington State Ferries system. SJPT is not affiliated with any government agency and does not receive tax revenue. Financial support comes from the voluntary contributions of some 3,000 individuals, families, and private foundations.

Our **MISSION** is to:


- CONSERVE the natural beauty, vital ecosystems, and unique character of the San Juan Islands for future generations;
- CARE for the lands and waters under our protection, with our partners;
- CONNECT people to nature, to each other, and to the Preservation Trust.

Responsibilities

- Maintain the residences (farmhouse, caretaker cabin, and apartment) and all facilities on the preserve. This includes lawn mowing, landscaping, garbage removal, basic maintenance of equipment (truck and mowers) and water system, organization of Preservation Trust tools and supplies.
- Perform occasional farmhouse and apartment cleaning duties.
- Assist with maintenance of systems and infrastructure on other SJPT Preserves.
- Manage or assist with Preservation Trust and public activities on the preserve. This consists of facilitating staff and board meetings, limited public visitation, and supporting Preservation Trust-sponsored events. This includes providing assistance as needed with previously approved educational or scientific visitors and interfacing with partner organizations that may utilize facilities at the preserve.
- Manage vegetation following guidelines from the Stewardship Director. Primarily this will involve control of invasive plant species.

Qualifications



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- Experience with maintaining mechanical systems, light carpentry and plumbing skills.
 - Flexibility, with willingness to work independently and perform a variety of tasks.
 - Ability to deal well with a wide variety of people, including donors, the public, government officials, and the press.
 - Ability to manage confidential information.
 - Knowledge of the natural history of the islands is a plus.

Additional Attributes

Candidate must be able to thrive within a small nonprofit office environment, be willing to jump in and do whatever is needed, possess a strong belief in land conservation, and demonstrate a passion for protecting the San Juan Islands.

Working Hours

The caretaker must live on the preserve (housing included) and be able to work outside of normal business hours (including nights and weekends) when needed. Must be physically able to execute job duties in both indoor and outdoor environments.

How to Apply

Send resume, cover letter, and how you learned of the position to: deand@sjpt.org