

Maine Coast Heritage Trust Position Description

Seasonal Farm Steward, Aldermere Farm and Erickson Fields

Department/Division: Stewardship
Reports To: Stewardship and Operations Manager
Effective Date: December 2025
Status: Full Time – Seasonal
Classification: Non-Exempt

GENERAL SUMMARY:

Under the general supervision of the Stewardship and Operations Manager, the Seasonal Farm Steward assists primarily with operations at Aldermere Farm and nearby Erickson Fields Preserve including facility and property maintenance, hay production, pasture management, woodlot management, landscaping, invasive management, equipment maintenance, as well as related recordkeeping. Adheres closely to safety protocols, equipment maintenance schedules and works as part of a team. Will assist with the cattle as well as farm programming as needed.

This position is a full-time seasonal role that will last 7 months (range of April through October - exact dates to be determined).

To Apply: please email a cover letter and resume with three references to search@mcht.org with “Aldermere Steward” in the email subject line. Application deadline is Friday, March 13, 2026, or until filled.

ESSENTIAL JOB FUNCTIONS:

- Able to safely operate equipment including tractors (over 100 H.P), trucks, trailers, mini excavator, dump truck, PTO driven implements and small machinery and hand tools
- Assists with implementation of preventative maintenance for farm trucks, tractors and equipment
- Assist with building projects and maintains all type of fencing for the property
- Assists with hay production including processing, handling and storing hay bales
- Performs property management, landscaping, and lawncare
- Able to safely operate chainsaws and pole saws in the pruning and processing of firewood and forest management practices as well as invasive management
- Performs chores, and pasture rotations
- Assists a team on the management of cattle
- Assists with general maintenance on house, barn, shed and other infrastructure
- Assists with all recordkeeping for essential job functions
- May assist with vegetable production at Erickson fields including field prep, planting, cultivation and harvesting as needed
- May assist with programming including school groups, volunteer groups, tours, and direct agricultural programming as needed
- Serves as an MCHT representative to preserve visitors and helps create a welcoming, inclusive work environment for program participants and community volunteers

REQUIREMENTS:

- Some irregular hours on the weekend and evenings required as needed for agricultural-related responsibilities
- Background check required

EDUCATION & EXPERIENCE:

Practical experience in agricultural, natural resource management, construction, mechanical and/or property management.

QUALIFICATIONS:

- Good project management and problem-solving skills
- Good oral communication skills
- Ability to promote and maintain positive public relations and to interact with a wide variety of people
- Ability to coordinate projects with peers/supervisors in the organization collaboratively, including accepting positive feedback and constructive criticism to complete the tasks more effectively
- Commitment to issues of diversity, equity and inclusion as it relates to Maine agriculture, land stewardship, conservation, and community well-being
- Commitment to issues of land conservation, sustainability, regenerative agriculture practices, ecological well-being
- Basic computer skills necessary to create and maintain email communications, spreadsheets and operational documents, utilizing assigned software
- Ability to independently use hand tools and small machinery
- Valid drivers' license
- Must always carry a cellphone
- Must be able to safely operate a chainsaw in the felling and processing of trees for firewood and stand thinning
- Able to safely operate equipment including tractors (over 100 H.P.), mini excavator, dump truck, trucks, trailers, PTO driven implements

WORKING CONDITIONS & PHYSICAL DEMANDS:

Work takes place in the office and in the field. Field operations work is almost entirely outdoors in all-weather conditions. Work will require, at times, significant physical strength and endurance. Some substantial care will need to be taken while working around up to 2,000-pound cattle that at times can be aggressive and around potentially very dangerous equipment. Subjected to farm related odors. Administrative Work is performed in a normal office environment not subject to extremes of noise, temperature, odor, etc.

This is a seasonal, full-time position with a benefits package including insurance (for employees working more than 26 weeks), 5 days paid time off (PTO). Shared housing for the is available for the seasonal employment term. The starting hourly wage range for the Seasonal Farm Preserve Steward is \$17 to \$19 dependent upon experience. 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.

***External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case-by-case basis.**

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

Maine Coast Heritage Trust does not discriminate on the basis of race, color, sex, gender identity, national origin, age, disability, veteran status, sexual orientation or any other characteristic protected by law. We are an equal opportunity employer dedicated to creating an inclusive culture where employees from diverse backgrounds can thrive and support our mission.