



Position Announcement

Invasive Species Coordinator (Full-time)

DESCRIPTION

This is a full-time, grant-funded position housed at the Ingham Conservation District with a service area covering Ingham, Clinton, Eaton and Ionia Counties. The candidate will work 40 hours per week during normal business hours of Monday – Friday, 8:00 am – 4:00 pm with occasional evening and weekend hours for meetings and special events.

JOB DUTIES

- Primary Point of Contact for the Mid-Michigan Cooperative Invasive Species Management Area (CISMA)
- Coordinate CISMA meetings, outreach activities and events with the CISMA Steering Committee and over 35 project partners
- Promote the Michigan Invasive Species Grant Program and fulfill MISGP grant deliverables
- Maintain a Working List of Regional Invasive Species, Strategic Plan and other CISMA guidance documents in collaboration with the Mid-Michigan CISMA Steering Committee
- Work closely with a seasonal Invasive Species Strike Team on treatment activities
- Utilize the Midwest Invasive Species Information Network reporting system
- Travel, and occasionally stay overnight in lodging, for field work and/or meetings
- Communicate successfully with partners and the public via events, written articles and social media
- Maintain the Mid-Michigan CISMA webpage (www.inghamconservation.com/mm-cisma)
- Organize and facilitate regional invasive species training events
- Organize and participate in Invasive Species surveys
- Recruit and maintain volunteers
- Request bids and work with contractors to treat priority invasive species populations
- Track and report project status to the MISGP
- Work closely with the Ingham Conservation District Executive Director to set priorities and track project status
- Provide monthly staff reports to the Ingham Conservation District Board of Directors

REQUIRED QUALIFICATIONS

- B.S. in Natural Resources or similar program of study
- Minimum of 2 years of related work experience
- Familiarity with invasive species found in mid-Michigan and the surrounding region
- Highly organized
- Excellent communication skills
- Proficiency with Microsoft and Google applications and Facebook
- Driver's license and reliable vehicle
- Ability to work outdoors in all weather conditions

- Ability to lift and carry up to 50 pounds
- Willingness to complete and/or maintain Commercial Pesticide Applicator certification

DESIRED EXPERIENCE/SKILLS

- Certified Commercial Pesticide Applicator
- Identifying, managing and treating invasive species
- Organizing and leading education and outreach activities
- Managing and completing reports for grant funded projects/programs
- GIS mapping
- Grant writing
- Experience with webpage editing, Twitter and Instagram
- Social media content creation (e.g. Canva)

COMPENSATION

Hourly rate of \$20.00 - \$22.50 per hour, plus benefits and mileage. Rate commensurate with experience.

APPLICATION PROCEDURE

Please submit a cover letter, résumé and three references via email to Taylor Slear at info@inghamconservation.com. Position will remain posted until filled.

If you have questions, contact Taylor at info@inghamconservation.com. No phone calls please. Visit www.inghamconservation.com for more information about the Ingham Conservation District and its programs.

CONDITIONS OF ANNOUNCEMENT - The Ingham Conservation District reserves the right to make changes to the content of this position announcement without notification and may at any time withdraw the announcement.

EQUAL EMPLOYMENT OPPORTUNITY - Candidates will be considered without discrimination for any non-merit reason such as race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, marital or familial status, or membership or non-membership in an employee organization.