

Genesee Conservation District

Position Posting: **Invasive Species Coordinator**

Work Location: Based out of Genesee Conservation District in Flint, MI. Service area covers Genesee, Lapeer, Livingston, and Shiawassee Counties.



POSITION SUMMARY

The Genesee, Lapeer, Livingston, and Shiawassee Cooperative Invasive Species Management Area (GiLLS CISMA) was established in 2019 and is a collaborative that localizes invasive species management concerns. This is a full-time, 40 hours per week, grant-funded position. The coordinator will work in conjunction with Genesee Conservation District, the GiLLS CISMA leadership team, partners, and cooperators to complete tasks and deliverables outlined in the Strategic Plan through outreach, education, surveying, and mapping. More information can be found on our website: <https://www.geneseecd.org/invasives>.

DUTIES AND RESPONSIBILITIES

- Contact, interact, and deliver invasive and native species information to the public on the prevention, identification, and best management practices for controlling invasive species. This may include: public meetings, field visits on land and water, articles, social media, and other mechanisms as developed
- Develop and maintain positive working relationships with partner groups and organizations
- Coordinate GiLLS CISMA leadership team meetings and other meetings as needed
- Seek grants to conduct further growth of the GiLLS CISMA that contribute to the Strategic Plan
- Work with partners and the public on treatment and conduct systematic, comprehensive inventories of invasive species in the four-county region
- Evaluate data that has been entered in the Midwest Invasive Species Information Network (MISIN) to determine priority treatment sites
- Promote “Clean Boat Clean Waters” program, the “Michigan Clean Water Corps Exotic Plant Watch,” MISIN, boot cleaning stations, and all other programs that support GiLLS CISMA’s mission
- Work closely with the executive director to effectively manage grant budgets and to recommend adjustments to the leadership team when necessary
- Participate in regional, state, and national invasive species collaborations to share and obtain knowledge and skills to then share with the GiLLS CISMA partners and the public through community outreach and education events
- Assist landowners by directing them to respective Conservation Districts for technical assistance, conservation planning, and the implementation of conservation practices that directly address invasive species management and control
- The coordinator will be subject to working in inclement weather such as rain, snow, and extreme heat and cold while doing physical work
- Must be able to carry up to 40 lbs of equipment
- Maintain organized records for timely reporting
- Maintain a valid driver’s license
- Other duties as requested

QUALIFICATIONS

- A bachelor’s degree in a related field
- Two years’ experience in natural resources conservation, educational or community outreach, volunteer coordination, or similar setting

- Knowledge of current invasive species policies, management, and planning across multiple government agencies and interest groups
- Knowledge of Great Lakes flora, fauna, and comfort both in the field and in an office setting
- Excellent communication, organizational, and coordination skills
- Good oral and written communication skills
- General office/customer service experience
- Computer literacy and efficiency with MS Office software
- Ability to plan, schedule, and prioritize workload
- Current State of Michigan driver's license and willingness to travel in urban, suburban, and rural areas throughout the four-county area

PREFERRED QUALIFICATIONS

- Identifying, managing, and treating invasive species
- GIS mapping experience
- Background in forestry, wildlife habitat conditions and restorations, watershed management, agricultural conservation, or other wildlife biology fields
- Proficient with social media platforms
- Physically able to demonstrate tools used for treatment/removal of invasive species
- Experience with kayaking

Essential personal qualities:

Strong communicator; outgoing personality; ambitious, independent worker and team participant

COMPENSATION

\$21-\$24 per hour, full-time, 40 hours/week. The position is grant-funded for one year with expected funding to continue into future years. Benefits include a small wellness benefit stipend, access to employee paid group medical, dental, optical, and ancillary benefits, paid federal holidays, and paid time off according to District policies.

TO APPLY

Submit a cover letter stating your suitability for the position based on knowledge and skills, along with a resume, references, and an unofficial transcript to Angela Warren by email at geneseecd@yahoo.com for a first review of candidates on Monday, April 22, 2024. The position will remain posted until filled.

The Genesee County Conservation District is an equal-opportunity employer, committed to achieving excellence through a diverse workforce and inclusive culture that encourages all people to reach their full potential.