Invasive Species Network Go Beyond Beauty Specialist

POSITION SUMMARY
The Invasive Species Network Go Beyond Beauty Specialist works with the Northwest Michigan Invasive Species Network (ISN) Team and project partners to implement the Michigan Invasive Species Grant Program grant, which funds the position. The position is focused on implementation of the Go Beyond Beauty (GBB) program to voluntarily remove ornamental invasive species from sales and demand. Primary responsibilities include coordinating the Go Beyond Beauty recognition program; presenting to interested groups; working with the ISN Team, partners, and stakeholders to bring the program state-wide; conducting site visits; managing GBB-related outreach material; and assisting with other education efforts, as needed.

COMPENSATION
The Invasive Species Network Go Beyond Beauty Specialist is a full-time, salaried position for the duration of the grant (September 2022), with the possibility of extension if continued funding is obtained. Annualized salary range is $35-38,000, depending on experience. As a full-time salaried employee, the Invasive Species Network Go Beyond Beauty Specialist is entitled to the Grand Traverse Conservation District’s benefit package, which includes medical, dental, and vision insurance, paid time off, retirement, and other benefits as described in the Employee Handbook.

PREFERRED START DATE
April 1, 2020

REQUIRED KNOWLEDGE AND EXPERIENCE

Formal Education or Equivalent
• Associate’s or Bachelor’s degree from an accredited college or university with excellent academic performance
  o OR 3 years’ experience in a related field
• Natural resource or communications or related field of study preferred

Related Work Experience
• Experience with creating and giving successful, engaging presentations to a variety of audiences
• Experience with creating effective outreach materials for a variety of audiences
• Experience with stakeholder management, including engagement, meetings, and surveys
• Experience in working with garden professionals (nurseries, landscapers, etc.) preferred
• Knowledge of Michigan ecosystems, including differences in soil and climate, preferred

Skills
• Excellent verbal and written communication skills in the English language, especially as related to presentations and electronic/printed outreach materials
• Excellent social and interpersonal skills; relates effectively to diverse clientele and work groups
• Strong organizational and time-management skills
• Strong and proven leader and team-player
• Strong critical and strategic thinking skills; able to problem-solve, self-start, and prioritize effectively
• Proficient in use of Microsoft Office Suite
• Knowledge of natural resource management, particularly invasive species, preferred
• Knowledge of common Michigan native and invasive plants preferred
• Proficient in use of Facebook use for organizations preferred
• Proficient in use of Adobe InDesign preferred
• Proficient in use of Constant Contact preferred

Other
• Strong interest in improving gardening practices in Michigan
• Able to work flexible hours, weekend and evening work included
• Must maintain a valid driver’s license and possess a (registered, insured) vehicle for use during work hours (mileage will be reimbursed). A work vehicle may also be available for use.

WORKING CONDITIONS
The primary workplace is in a typical office setting at the Grand Traverse Conservation District’s office in the Boardman River Nature Center in Traverse City, MI. The Go Beyond Beauty Specialist will frequently present programs and do site visits throughout Benzie, Grand Traverse, Leelanau, and Manistee counties, as well as state-wide. Daily work will include program cultivation, implementation, and communication, including presentations and face-to-face, electronic, and social media interactions. Must have a willingness to travel within a four-county service area and beyond (housing would be provided if overnight stays are necessary). Occasional field work (e.g. representing the program at volunteer workbees and other similar events) may require walking and working on soft, uneven terrain to remove invasive plants.

TO APPLY
Please email:
1. completed application (found on the ISN website [www.HabitatMatters.org/employment](http://www.HabitatMatters.org/employment))
2. resume (no more than 2 pages)
3. cover letter (1 page)
to the Invasive Species Network Outreach Specialist, Emily Cook at ecook@gtcd.org. No calls please.
First preference will be given to completed applications received by Monday, February 10, 2020 at 8am Eastern
However, the position is open until filled

BACKGROUND INFORMATION
The Northwest Michigan Invasive Species Network (ISN) is a collaboration of over 60 highly motivated and respected organizations in the region. ISN’s mission is to protect, enhance, and promote northwest Michigan’s natural communities through terrestrial invasive plant management and outreach. Its service area includes Benzie, Grand Traverse, Leelanau, and Manistee Counties. More information can be found at [www.HabitatMatters.org](http://www.HabitatMatters.org).

Major ISN partners include: Benzie, Grand Traverse (fiduciary), Leelanau, and Manistee Conservation Districts; Leelanau Conservancy; Grand Traverse Regional Land Conservancy; Sleeping Bear Dunes National Lakeshore; Huron-Manistee National Forest; Grand Traverse Band of Ottawa and Chippewa Indians, Michigan Natural Features Inventory; Michigan Department of Natural Resources; and several other lake associations, local units of government, and private environmental groups.

This project is funded in part by the Michigan Invasive Species Grant Program, through the Departments of Natural Resources, Environmental Quality, and Agriculture and Rural Development.

The Northwest Michigan Invasive Species Network and its fiduciary Grand Traverse Conservation District is an equal opportunity employer and does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, military service, or other non-merit factor.