



Invasive Species Network Outreach Specialist

POSITION SUMMARY

The Invasive Species Network Outreach Specialist (1 position) works with the Coordinator to implement the Great Lakes Restoration Initiative grant, which funds the position. Primary responsibilities include managing social media, presenting on invasive species topics to interested groups, creating and managing electronic and hardcopy outreach materials, communicating with landowners and the public, and engaging volunteers.

BACKGROUND INFORMATION

The Northwest Michigan Invasive Species Network (ISN) is a collaboration of over 40 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 HabitatMatters.org

Major ISN partners include: Benzie, Grand Traverse (fiduciary), Leelanau, and Manistee Conservation Districts; Leelanau Conservancy; Grand Traverse Regional Land Conservancy; Inland Seas Education Association; The Watershed Center Grand Traverse Bay; Sleeping Bear Dunes National Lakeshore; Huron-Manistee National Forest; Michigan Natural Features Inventory; Michigan Department of Natural Resources; Midwest Invasive Species Information Network; and several other lake associations, local units of government, and private environmental groups.

RELATIONSHIPS

Reports to: Invasive Species Network Coordinator

Supervises: none

Works with: other Invasive Species team members and ISN partners

External Stakeholders: program partners; local governments, garden clubs, school groups, and other interested groups; landowners and trainers of various skills needed for invasive species management

RESPONSIBILITIES AND DUTIES

Program Implementation (90%)

- Creates and delivers outreach and education efforts in Benzie, Grand Traverse, Leelanau, and Manistee Counties
- Manages and creates ISN's outreach resources, including handouts and articles, website and eNewsletter materials, and social media presence
- Collaborates with partners to hold training and educational sessions in invasive species management for the public

Volunteer Engagement (5%)

- Participates in implementation of workbees and other volunteer events
- Works with other staff to recognize and thank volunteers for their efforts

Services/Other (5%)

- Performs other assignments as required



STANDARDS OF PERFORMANCE

Success is measured by the degree to which:

- Social media and website efforts and impressions are met
- Workbees are held and volunteers are engaged
- Presentations to garden clubs, school groups, professionals, landowners, and other groups are held

WORKING CONDITIONS

The primary work place 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 Outreach Specialist will frequently present educational programs on invasive species throughout Benzie, Grand Traverse, Leelanau, and Manistee Counties. Daily work will include communication through presentations and face-to-face, electronic, social media interactions. Must have a willingness to travel within a four county service area, and occasionally beyond (housing would be provided if overnight stays are necessary). Occasional field work (*e.g.* assisting with volunteer workbees and other similar events) will require walking and working on soft, uneven terrain to remove invasive plants.

REQUIRED KNOWLEDGE AND EXPERIENCE

Formal Education or Equivalent

- Seeking a degree from an accredited college or university with excellent academic performance
- OR
- High school diploma and one year (season) or experience in invasive species, natural resources, or communications and design.
- Natural resource or communications or related field of study preferred

Related Work Experience

- Experience with creation and giving successful, engaging presentations to a variety of audiences
- Experience with creating effective outreach materials for a variety of audiences
- Knowledge of natural resource management, particularly invasive species management, 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
- Proficient knowledge of ecosystem function (especially pertaining to invasive species) preferred
- Strong organizational skills
- Strong and proven leader and team-player
- Proficient in use of Microsoft Office Suite
- Proficient in use of Facebook and Instagram use for organizations preferred
- Proficient in use of Adobe InDesign and Canva preferred



Other

- Able to work flexible hours
- Must maintain a valid driver's license and possess a (registered, insured) vehicle for use during work hours (mileage will be reimbursed)

COMPENSATION

The Invasive Species Network Outreach Specialist is a seasonal, part-time position for the duration of the grant (Sept. 2022). This position is not exempt from overtime requirements with an hourly wage of \$16-18/hour, depending on experience. Seasonal positions are not eligible for benefits except those required by law.

PREFERRED START DATE

May 30th, 2022

TO APPLY

Please email completed application, resume (with 3 professional references), and cover letter stating your suitability for the position based on required knowledge and skills to the Invasive Species Network Coordinator, Audrey Menninga, at amenninga@gtcd.org. The application can be found on the ISN website www.HabitatMatters.org/employment. No calls please.

Applications must be received no later than 4:30 PM EST, Monday 18 April 2022

This project is funded in part by the Great Lakes Restoration Initiative grant, awarded by the United States Forest Service.

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.