



Eaton Conservation District

551 Courthouse Drive, Suite 3
Charlotte, Michigan 48813
517-543-1512 x 5
www.eatoncd.org

January 10, 2018

Statewide Arbor Day and Environmental Outreach Coordinator Position

The Eaton Conservation District is looking for a qualified person to coordinate the Michigan Arbor Day Alliance program and serve as coordinator for the Michigan Water Stewardship Program website.

Michigan Arbor Day Alliance (30 hours a week)

This position is dedicated to the promotion and celebration of Arbor Day throughout Michigan. This will be achieved through outreach and education projects. These projects will include, but are not limited to:

- Coordinate State Arbor Day celebration in Lansing, MI.
- Promote and manage the 5th Grade Arbor Day Poster Contest.
- Coordinate and manage the Michigan Arbor Day Alliance Tree Planting Grants, a statewide grant program.
- Partner with municipalities, corporations to encourage tree plantings, proper tree maintenance and management.
- Distribute Arbor Day educational materials to schools, communities, and individuals.
- Publicize Arbor Day and program activities through events, media outlets and e-newsletters.
- Seek sponsorships and fundraise for Arbor Day activities.
- Update and maintain Arbor Day website, Facebook, Twitter and blog.
- Coordinate and work with program committee.
- Prepare grant and annual reports demonstrating program accomplishments.

Michigan Water Stewardship Program website coordinator (10 hours a week)

www.miwaterstewardship.org

- Responsible for updating and approving articles/event announcements/etc. for Michigan Green News, lesson plans, local resources, videos.
- Promote website to partners and education organizations through correspondence, direct contacts, media outreach, and presentations.
- Increase website traffic by promoting through the District Facebook and Twitter accounts.
- Report any problems or issues with website to server host. Respond to user questions, issues or technical problems. Respond to partner questions, issues, technical problems and requests for contact information updated or changed.
- Process quarterly reports for MDARD demonstrating promotional efforts.

Other Functions:

- Assist with office and other Conservation District programs, including: Annual Meeting, newsletters, walk-in customers, answering telephones, general office upkeep, district tree sale, workshops, public events, and anything else not specifically listed yet deemed appropriate for District or office work.

Required Qualifications

- Bachelor's degree in natural resources, environmental science, environmental education, or a related field plus 1-year experience (or a combination of education and experience). Knowledge and experience in arboriculture or urban forestry a plus.
- Ability to effectively coordinate and manage events and multiple projects.
- Experience with updating websites, and promoting programs through blogs and social media tools.
- Excellent writing, presentation, fundraising, and public relations skills.
- Ability to work independently, establish work priorities, and manage time effectively.
- Proficiency in the use of MS Word and Excel, and ability to learn new computer applications.
- Valid driver's license and reliable personal transportation.
- Must be able to pass a Federal Background Security Check.
- Ability to work effectively and cooperatively with individuals, groups, businesses, and units of government.
- Ability to travel to overnight conferences and work some nights and weekends.

Salary and Position Details

This is a full-time grant based position paying between \$13 and \$15 per hour, depending on experience. Benefits include paid annual, sick and holiday time. Employee is eligible for insurance and IRA retirement savings plan through the District. Annual grants and fundraising are sought and renewed each year. Anticipated start date will be approximately March 1, 2018 and is dependent on interview process. The individual will be employed by the Eaton Conservation District, located in Charlotte, MI. The Coordinator will report to Sue Spagnuolo, Executive Director of the Eaton Conservation District and will work closely with the Michigan Arbor Day Alliance steering committee.

To Apply

Send a resume, cover letter, and names and contact information for three references to Sue Spagnuolo, Executive Director, Eaton Conservation District, 551 Courthouse Drive, Ste 3 Charlotte MI 48813. Applications can also be emailed to sue.spagnuolo@macd.org. The cover letter should address the applicant's qualifications and ability to fulfill the duties of this job. Please let us know if we can contact current or previous supervisors.

Applications are due January 31, 2018

For questions, please contact Sue Spagnuolo at (517)-543-1512 x 5