



Posted 1/6/20

## **Position Announcement**

### **Regional Invasive Species Coordinator (Part-time)**

#### **DESCRIPTION**

This is a part-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 24 hours per week during normal ICD business hours of Monday –Thursday, 9:00 am – 3:00 pm with occasional evening and weekend hours for meetings and special events. Funding for this position is provided by the Michigan Invasive Species Grant Program (MISGP) through March 31, 2021, with the possibility of additional hours/renewal through other grants.

#### **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 30 project partners
- Promote the Michigan Invasive Species Grant Program and fulfill MISGP grant deliverables
- Maintain a Working List of Regional Invasives, 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
- Travel, and occasionally stay overnight in lodging, for field work and/or meetings
- Utilize the Midwest Invasive Species Information Network reporting system
- 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](http://www.inghamconservation.com/mm-cisma))
- Organize and facilitate regional invasive species training events
- Organize and participate in regional invasive species survey activities
- 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 progress
- 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

## 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/hour, plus benefits and mileage. Rate commensurate with experience.

## APPLICATION PROCEDURE

Please submit a cover letter, résumé and three references via email to Michelle Beloskur at [michelle.beloskur@macd.org](mailto:michelle.beloskur@macd.org). Application materials **must be received by January 27, 2020**.

The anticipated start date is February 18, 2020. If you have questions, contact Michelle at [michelle.beloskur@macd.org](mailto:michelle.beloskur@macd.org). No phone calls please. Visit [www.inghamconservation.com](http://www.inghamconservation.com) for more information about the Ingham Conservation District and its programs.

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*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.*