



## Chippewa Luce Mackinac Conservation District

### Invasive Species Program Coordinator Position Description

The Chippewa Luce Mackinac Conservation District is seeking a full time Invasive Species Program Coordinator to facilitate and coordinate their invasive species activities for CLMCD and the Three Shores Cooperative Invasive Species Management Area (CISMA). The Coordinator facilitates implementation of a cross-jurisdictional multi-partner, county-wide invasive species management program, performs and supports outreach and education services, handles all facets of grant management and grant procurement, and seeks additional and ongoing funding support.

The Coordinator is a leadership position providing oversight, support, coordination and implementation for CISMA projects including development and implementation of education and outreach; cooperative invasive species control; early detection/rapid response; data management; and partner communication. A strong willingness to work independently and inclusively coordinating teams is necessary.

The Three Shores CISMA is a partnership of organizations in Chippewa, Luce, and Mackinac Counties to cooperatively manage invasive species. The partnership includes approximately 41 local, county, state, and federal government entities, and non-profit organizations.

The Coordinator is an employee of the Chippewa Luce Mackinac Conservation District who acts as the CISMA's fiduciary. The Coordinator is hired by CLMCD to coordinate the activities for the Three Shores CISMA with direction provided by the Three Shores CISMA Steering Committee.

#### ***Major Duties and Activities***

- Serve as the point of contact for all invasive species questions/concerns for CLMCD/Three Shores CISMA.
- Coordinate monthly steering committee meetings and support subcommittees as needed.
- Supervise seasonal staff positions such as crew leads and technicians including recruitment activities with CLMCD.
- Coordinate bi-annual all partner meetings/trainings.
- Coordinate and produce Three Shores CISMA Annual Plan of Work, Strategic Plan, and Memorandum of Understanding updates.
- Aggressively apply for grants to further invasive species management within the Three Shores CISMA coverage area.
- Provide Monthly CLMCD Board Reports and Three Shores CISMA Steering Committee Reports.
- Collect partner match contributions and compile quarterly grant reports.

#### ***Prevention, Treatment, Data Collection***

- Utilize and manage established data collection protocols and procedures.

- Conduct and provide data management, including coordinating GPS data collection, validation, storage and transfer of observations inventory to Midwest Invasive Species Identification Network (MISIN) and granting agencies.
- Coordinate survey and monitoring efforts to ensure consistent, efficient data collection, validation, storage and dissemination.
- Share invasive species location data with stakeholders.
- Ensure invasive species treatment is conducted according to best management practices, following the MDNR, MISIN, MDARD, and Federal best practices for data collection.

### ***Outreach & Education***

- Develop and deliver effective outreach and education programs for landowners, municipalities, and other stakeholders in the Three Shores CISMA service area.
- Conduct presentations before local stakeholders such as government bodies, homeowners' associations, watershed councils, and other interested and relevant groups.
- Maintain Three Shores CISMA website and Social Media platforms.
- Develop and maintain invasive species outreach materials relevant to southeast Michigan including press releases, informational brochures, and similar products.
- Other duties as assigned.

### **Minimum Skills and Qualifications:**

- Bachelor's degree in a natural resource, environmental, or agricultural field from an accredited institution
- At least one (1) year experience with invasive species management
- Ability to collaborate and develop positive working relationships with local, state, federal, nonprofits, private landowners, and interests' groups
- Excellent written and oral communication skills and presentation experience
- Ability to independently organize and multi-task on several different projects and activities at the same time while providing timely follow-up to project partners and stakeholders. Efficient and effective time management is a must.
- Working knowledge of invasive species issues and management.
- Computer skills are important, including Word, Powerpoint, Excel, and GIS/mapping software
- Ability to travel to overnight conferences and work some nights and weekends as needed.
- Valid driver's license and reliable personal transportation (mileage reimbursement for field work is available)
- Experience working in rural communities and areas
- Experience using pesticides for plant control. Must obtain Michigan Commercial Pesticide Applicator Certification.
- Must be able to pass federal background security clearance, and credit check

### **Working Environment:**

The Invasive Species Program Manager will be based at the CLMCD Office in Sault Ste Marie, Michigan. Work will primarily be office with some seasonal field work. The Coordinator will conduct education/outreach/workshops throughout Chippewa, Luce, and Mackinac Counties. Some out of area travel may be required. Field work will be limited to supervision activities of strike teams, but at times additional field hours may be required to complete required tasks/grant deliverables.

### **Salary and Position Details**

The Coordinator will be directly supervised by and work closely with the Executive Director of the Chippewa Luce Mackinac Conservation District.

This position is a full time, term position funded by multiple grants. Continued funding past the initial term will be dependent on the ability to write for and achieve additional funding. The Coordinator's wage will be \$20 - \$23/hour dependent on education/experience. The technician will be required to work 40 hours/week and compensated on a bi-weekly basis. Regular hours of duty are between 8:00am 4:30pm, but includes night and weekend hours when necessary. Benefits include paid time off (PTO) and paid holidays with additional benefits dependent on previous experience and funding.

### **How to Apply:**

**Serious applicants only** should submit a professional resume, cover letter, and a list of three (3) professional references, one of which who can speak to your experiences under the required qualifications to [clmcd@macd.org](mailto:clmcd@macd.org) with the subject: **Invasive Species Coordinator** or mail to CLMCD C/O Mike McCarthy, 2847 Ashmun St, Sault Ste. Marie, MI 49783 for consideration. **Application materials are due by March 13, 2020 by 4:30pm or until position is filled, preference will be given to applications received by that date.** The selected candidate should be prepared to start As soon as possible, but no later than April 27<sup>th</sup>, 2020

*Chippewa Luce Mackinac Conservation District is an Equal Opportunity Employer and Program Provider*