

Invasive Species Coordinator

Charlevoix, Antrim, Kalkaska and Emmet Cooperative Invasive Species Management Area (CAKE-CISMA)

Overview:

CAKE CISMA seeks to fill the Program Coordinator position vacancy. CAKE CISMA is an active coalition of organizations and agencies working to effectively manage the threat of invasive species in a 4-county region in NW Michigan. The Coordinator will be in a leadership position, supporting a 9-member steering committee, managing a strike team, and providing oversight and support for all CISMA projects. The Coordinator will be responsible for expanding partnerships and funding sources throughout the region and ensuring all projects are successfully implemented. An ability to learn, lead, and work independently is necessary. This program is primarily funded through a one year grant from Michigan Department of Environment, Great Lakes and Energy (EGLE). Funding for the program began in 2017 and has been renewed each year in one year increments.

Invasive Species Coordinator Position Description

Position: Full time (40 hours/week) grant funded position through Sept. 1, 2021 with continued grant funding anticipated.

Compensation: \$16-18/hour commensurate with experience.

Closing Date: 08/14/2020

Work Location: Based in Bellaire, MI, housed at the Antrim Conservation District. Field work throughout the 4-county region of Charlevoix, Antrim, Kalkaska and Emmet Counties.

Position Responsibilities:

- Administer all grants received for the work of the CISMA and work closely with the grant fiduciary in managing budgets and providing timely reporting to the grantors and the CAKE-CISMA steering committee.
- Expand a public/private partnership covering the 4-county area. The expanded partnership will include watershed councils, lake associations, MI Department of Natural Resources, US Forest Service, Road Commissions, Conservation Districts, County, Tribal and Township governments, and all other interested parties.
- Implement and oversee a cost share program for treatment of invasive species.
- Data management, including coordinating GPS data collection, validation, storage and transfer of observations inventory to Midwest Invasive Species Identification Network and granting agencies.
- Ensure invasive species treatment is conducted according to best management practices, following the EGLE and MISIN best practices for data collection, and MDARD requirements for CAKE-CISMA's cost share program. This includes securing landowner permissions and state permits as necessary.
- Work with CAKE partners to develop a volunteer base to manage and track invasive species in the area, to ensure volunteers are properly trained in identification, inventory, reporting, safety and treatment protocol in invasive species management.
- Network with other CISMAs, cooperatives, and organizations to increase knowledge, skills and abilities in working with partners and promoting invasive species management.

- Coordinate with the Steering Committee and CISMA partners to provide effective outreach and education programs for landowners and other stakeholders in the 4-county region. Present CISMA information to individuals and groups.
- The Coordinator will be responsible for the successful implementation of grants and initiatives of the CISMA with assistance from partners, other CISMAs, Michigan Invasive Species Coalition (MISC), etc. as needed.
- Prepares quarterly reports, newsletters, presentations, and other educational and outreach opportunities.
- Manages bids, contracts, licenses and permits.
- Identify and take a lead role in writing grants for future funding to combat the threat of invasive species to the region.
- Manage and regularly update website and established social media outlets.
- Hire and manage seasonal work crew as funding allows.

Personal Competencies:

- Experience with invasive species policies, management, and planning across multiple government agencies and interest groups.
- Proficiency in software programs needed to develop outreach and educational materials, routine reports for grants and steering committee, social media and communication with partners.
- Knowledge of Great Lakes flora, fauna, and comfort both in the field and in an office setting.
- Familiarity with administration of state, federal and community grants, and permitting.
- Exercises independent judgement, discretion, and decision making on behalf of the CISMA.
- Excellent communication, organizational and coordination skills.
- Must be a self-starter and be able to work independently.
- Must be comfortable engaging new contacts and reaching out to potential clients or resource professionals.
- Comfortable in a face paced environment, requiring some problem solving and flexibility.

Education and Experience:

- A bachelor's degree, or equivalent experience, in a related field.
- Proficiency in GPS/GIS for inventory, reporting and treatment of invasive species.
- A minimum of 3 years' experience in conservation, non-profit management, volunteer coordination, or similar setting.

To apply:

Review full job description at <https://www.antrimcd.com/our-staff.html>. Send cover letter and resume with 3 professional references to the Antrim Conservation District, 4820 Stover Road, Bellaire, MI 49615 or e-mail to wendy.warren@macd.org before 5:00 pm, August 14, 2020. For more information, call (231) 533-8363 ext. 1.