



## Position Announcement

### Conservation Intern (Seasonal, Part-time)

#### DESCRIPTION

The Ingham Conservation District is seeking an intern to support the work of the Mid-Michigan Cooperative Invasive Species Management Area (CISMA) and the Smart Management of Microplastics in the Great Lakes project. The position will be maintained from June through August, 12-18 hours per week, during normal ICD business hours of Monday –Friday, 9:00 am – 3:00 pm with occasional evening and weekend hours for meetings and special events.

#### JOB DUTIES

The Conservation Intern will assist the Invasive Species Coordinator and Ingham CD Executive Director with duties including the following:

- Promote the Michigan Invasive Species Grant Program (MISGP)
- Promote the Smart Management of Microplastic Pollution in the Great Lakes Project
- Communicate program information via social media
- Share program information with the public at regional events
- Assist with mailings of outreach materials
- Utilize the Midwest Invasive Species Information Network reporting system
- Maintain a Working List of Regional Invasive Species
- Participate in Invasive Species surveys
- Participate in invasive species removal events
- Attend program meetings to gain expertise
- Assist with other Conservation District activities and programs as needed

#### REQUIRED QUALIFICATIONS

- Pursuing a degree in natural resources or related field
- Understanding of the impacts of invasive species and microplastics
- 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

- Familiarly with invasive species found in mid-Michigan
- Public education and outreach
- Webpage editing
- Social media content creation (e.g. Canva)

#### COMPENSATION

Hourly rate of \$12.00/hour plus mileage for attendance at meetings and events.

## 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 June 1, 2021**.

The anticipated start date is June 14, 2021. 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.*