



## Mason-Lake Conservation District Vacancy Announcement Project Manager – Hemlock Woolly Adelgid

*The Mason-Lake Conservation District is seeking a Project Manager to lead local management efforts of the invasive insect hemlock woolly adelgid. This is a fast-paced job as part of a welcoming team in a beautiful area. This Early Detection and Response effort is an opportunity to make a major positive impact on forest health in Michigan. This project is funded by a grant through the Michigan Invasive Species Grant Program.*

**Job Status:** Hourly, full-time

**Term:** 18 months; potential to extend dependent on funding

**Compensation:** \$18 - \$22/hour, dependent on experience

**Benefits:** Paid federal holidays, vacation leave, sick leave, health insurance option and IRA retirement plan with employer match

**Schedule:** Monday – Friday, 8:00am-4:30pm

**Location:** Mason-Lake Conservation District office, Scottville, MI and surrounding areas

**Start Date:** Fall 2021

**Closing Date:** October 31st, or until filled

### **Position Summary:**

Over the past several years, the invasive insect hemlock woolly adelgid (HWA) has been spreading northward along the west coast of Michigan. This project will be part of an existing, collaborative, effort, between federal, state and local agency partners, to detect and control HWA. Mason-Lake Conservation District is part of the North Country Cooperative Invasive Species Management Area (NCCISMA) which works to manage invasive species in western Michigan. The incumbent's focus will be to work with all agencies involved, and nearby CISMAs, to expand survey and control efforts in and around Mason County.

While office duties are part of this job, this is largely a field position. While working in the field, the incumbent will be subject to inclement weather such as rain, snow, and extreme cold or heat and wind while doing physical work such as hiking for extended periods on uneven or slippery terrain while carrying up to 40 lbs of equipment. This includes walking up and down dunes, navigating through brush, where stinging insects or poisonous plants may be present.

### **Position Duties:**

- Plan, coordinate, and participate in day-to-day operations of survey and treatment
- Become well-versed in project background, encompassing invasion history, life cycle, and modes of spread for HWA
- Utilize best practices, following guidance of the HWA Statewide Coordinating Committee
- Collaborate with other CISMAs for training and field work

- Act as lead for public engagement related to HWA, including direct landowner consults, planning and implementing outreach events and trainings
- Obtain written landowner permission for survey and treatment
- Obtain and maintain equipment/supplies necessary to complete treatment and survey work
- Ensure accuracy of data collection for survey and treatments conducted
- Follow laws, regulations pertinent to HWA control; applying for permits; reporting pesticide use
- Complete reports to granting agency, including tracking and achieving grant deliverables, managing grant budget
- Utilize ArcGIS or GIS Online to develop functional maps for various projects; field navigating with print and digital maps, including parcel and aerial maps
- Seek funding to continue the program, as needed, and writing related grant proposals
- Attend trainings to improve working knowledge on conservation, HWA management, pesticides, grants, leadership, and any other topics relevant to this role
- Actively represent Mason-Lake Conservation District at regional HWA management collaboration meetings when requested to attend

**Required Qualifications:**

- Bachelor's Degree in natural resources, forestry, biology, or related field AND 1 year of experience in invasive species control, forest management or related work
- Experience developing and coordinating daily work plans and providing leadership for a team
- Michigan Pesticide applicator license (or willingness to obtain) in Core, forestry, right-of-way, and ornamental categories
- Ability to recognize and properly identify tree species, and forest pests or ability to learn
- Proficient computer skills and use of Microsoft Office suite (Word, PowerPoint, Publisher, Excel)
- Familiarity with using handheld GPS units for field navigation and data collection
- Skilled with data entry, data management and quality control measures
- Must be detail-oriented with strong organizational skills
- Excellent verbal and written communication skills in the English language
- Excellent social and interpersonal skills; relates professionally and effectively to diverse clientele
- Able to collaborate with others as well as motivate others with differing points of view
- Able to conduct work successfully in field in inclement weather as well as office settings
- Able to lift and carry up to 40 pounds
- Self-directed, responsible, and highly motivated, able to work independently and as a team leader
- Must have a valid driver's license with a clean driving record
- Must possess critical thinking skills, creativity, and a positive attitude supporting a fun workplace

**Preferred Qualifications:**

- Familiarity with CISMAs AND greater than one year of experience in invasive species control, safely applying pesticides or herbicides
- Familiarity with pesticide laws and regulations
- Experience producing maps in ArcMap or ArcGIS online; creating queries for parcel data
- Experience writing grant applications and completing grant reports
- Experience managing project budgets
- Experience collaborating on, developing, and delivering conservation education programs to a variety of audiences in diverse settings

**To Apply:**

Send cover letter, resume, unofficial transcripts and three references as a single PDF to Dani McGarry, Executive Director of Mason-Lake Conservation District, at [dani.mcgarry@macd.org](mailto:dani.mcgarry@macd.org) with “HWA Project Manager” in the subject line. Applications received prior to October 31<sup>st</sup> will be more competitive.

If you have any questions, please call Dani McGarry at (231) 757-3707 ext. 102. Learn more at [www.mason-lakeConservation.org](http://www.mason-lakeConservation.org)