



COASTAL STEWARDSHIP COORDINATOR

1/12/2022

HURON PINES: Huron Pines is a nonprofit conservation organization with a mission to conserve and enhance Northern Michigan’s natural resources to ensure healthy water, protected places and vibrant communities. Our vision is conservation driven by engaged, empowered communities. Our culture is one of mutual respect, spirit of collaboration and commitment to high-quality work. The Coastal Stewardship Coordinator will help Huron Pines implement priority coastal conservation initiatives in the five coastal counties of NE lower Michigan.

Position Summary:

The Coastal Stewardship Coordinator will plan and implement habitat surveys and restoration projects, perform outreach to and communicate with local partners and landowners, convene meetings and coordinate volunteer stewardship events. They will facilitate, coordinate and complete tasks on behalf of the Huron Coastal Invasive Species Network (HC ISN), a collaboration of local, state, and federal partners working together to address invasive species concerns so partner collaboration is a fundamental component of this position. They will train to assume the responsibilities of ISN Coordination including working with stakeholders to obtain permits, permissions and ensure compliance with laws and serve as the primary point of contact for private landowners. The successful applicant will be a self-starter and a confident communicator with a positive attitude who has the ability to problem solve and complete tasks independently. They are expected to participate in meetings, ecological management and assist with projects in other HP programs and geographies.

Location: This position is based in the Huron Pines Office in Alpena, Michigan, reasonable accommodations will be made for occasional remote work within the HC ISN service area

Reports To: Conservation Stewardship Director

POSITION DUTIES AND RESPONSIBILITIES:

<p>Huron Coastal Invasive Species Network Coordinator</p> <p>Lead the Huron Coastal ISN and serve as Coordinator and primary point of contact on coastal invasive species issues.</p> <p>Work closely with the HC ISN steering committee (SC) to refine strategic plans, host and facilitate SC and workgroup meetings, create annual work plans/budgets, coordinate with other CISMAs, recruit new partners and ensure clear communication.</p> <p>Facilitate the collaborative development of funding proposals with co-workers, HC ISN Steering Committee, and community groups consistent with strategic approaches. Write reports, comply with permit requirements, and compile data.</p> <p>Lead invasive species inventories on priority lands and for priority species across the</p>	<p>45%</p>
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<p>landscape following an EDRR framework, record data, report findings and present recommendations for control actions that expand the scale of impact</p> <p>Manage and track ISN grant deliverables and budgets.</p>	<p>1/12/2022</p>
<p>Promote Coastal Restoration and Stewardship</p> <p>Work with colleagues to plan and implement projects by handling logistics, coordinating with landowners, volunteers, community groups and/or community engagement staff.</p> <p>Lead staff, AmeriCorps members, partners, volunteers and landowners to conduct invasive species control, seed collection, plant native vegetation, repair hydrology and implement prescribed fire.</p> <p>Work with partners to restore sensitive ecosystems using best management practices while ensuring the protection of threatened and endangered species.</p> <p>Expand landowner outreach in coastal communities including performing site visits, following internal landowner communication processes, developing outreach materials, giving presentations, answering questions, and exploring contract opportunities and participating in efforts to garner support.</p> <p>Maintain a high level of communication with the Conservation Stewardship Director and other Stewardship Team members which may include preparing weekly updates, communicating ideas, issues, interests, concerns or opportunities, and resource management needs in a timely manner.</p>	<p>45%</p>
<p>Program Sustainability</p> <p>Promote Huron Pines work through participation in marketing and communications efforts such as publications, news stories, social media posts and videography.</p> <p>Maintain strong and positive relationships with neighbors of Huron Pines preserves and work with other HP staff to nurture those relationships.</p> <p>Assist Project Managers in education and outreach, water resources, and land protection.</p> <p>Proactively highlight the accomplishments of Huron Pines for partners and the community.</p>	<p>10%</p>

Required Qualifications:

- Commitment to and passion for the mission and goals of Huron Pines
- Relevant Bachelor's degree from an accredited college or university or an equivalent combination of education and experience
- Excellent verbal and written communication skills
- A minimum of one year's experience completing natural resource management projects
- Experience in using GPS, reading maps, and using Microsoft Office and Google Suite
- A positive mental attitude, remaining adaptable to changing conditions
- Must maintain a valid driver's license and pass a background and/or security check
- Comfort with public speaking and demonstrated experience facilitating meetings, seeking compromise and building consensus
- Ability to remain productive while working without direct supervision and proactively seek guidance and feedback as needed
- Ability to conduct oneself in an office setting, being respectful of other staff, dressing appropriately, and following all employee guidelines
- Ability to balance field and office work in an equal quality manner
- Must be able to work efficiently outdoors in varying weather conditions and terrain and have the ability to carry a backpack sprayer weighing 20+ pounds

Preferred Qualifications:

- Ability to identify native and invasive plant species common to the state of Michigan
- Experience with herbicides, including safety, proper storage, mixing, and application
- A Michigan Commercial Pesticide Applicator Certificate, including categories 5 and 6
- Experience with digital data collection and/or GIS mapping
- Experience operating watercraft, ORV's, and pickup trucks while towing loaded trailers
- Demonstrated ability to handle multiple tasks, prioritize workload and respond with flexibility to changing project needs

This position requires regular work outdoors in a wide range of weather conditions, frequent travel including occasional overnight camping. Huron Pines is an at-will employer and this is a non-exempt, hourly position. Medical benefits, leave time, retirement contribution program, short term disability and life insurance are also a part of the benefits package; detailed conditions of employment and employee benefits are discussed in the Huron Pines Employee Handbook.

This position pays **\$20.00/hr** and the work week is generally Monday through Friday, 8 hours a day, with alternate field season scheduling possible, occasional weekend work required. Huron Pines vehicles are available for work tasks but if needed the employee will be reimbursed for the use of their personal vehicle. By applying for this position, you are certifying that all of the statements made in this application are true, correct, and complete to the best of your knowledge.

Huron Pines provides equal employment opportunity and will not discriminate against an individual with respect to employment, compensation, term, condition, or privilege of employment, because of religion, race, color, national origin, age, sex (including pregnancy, gender identity and sexual orientation), sexual preference, height, weight, disability, genetic information, marital status or other legally protected status.