



CONSERVING, SUSTAINING, AND
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Position Description DIRECTOR

LAKE ST. CLAIR COOPERATIVE INVASIVE SPECIES MANAGEMENT AREA

Position: Six Rivers Land Conservancy (SRLC) is seeking a full time Director for the Lake St. Clair Cooperative Invasive Species Management Area (LSC CISMA). The Director facilitates implementation of a cross-jurisdictional multi-partner, multi-county invasive species management program, performs and supports outreach and education services, handles all facets of grant solicitation and management and contract procurement, and seeks additional and ongoing funding support.

The Director is a leadership position, responding to and providing guidance to a steering committee made up of members of the LSC CISMA and providing oversight, support, coordination and implementation of CISMA projects including development and implementation of education and outreach programs; 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.

Overview: The LSC CISMA is a partnership of organizations in St. Clair and Macomb Counties within the geographic boundaries of the Lake St. Clair Watershed working to cooperatively manage invasive species. The partnership includes approximately 25 local, county, state, and federal government entities, and non-profit organizations.

The Director is an employee of Six Rivers Land Conservancy, the LSC CISMA fiduciary. The Director responds to and provides guidance to the LSC CISMA Executive and Steering Committees, made up of representatives of the partner agencies. The position is grant-funded. Funding is secured through April 2023, with funding for 2024 pending. Program partners and funding sources are strongly committed to program continuation, but continued employment is contingent upon securing ongoing funding.

Compensation: Full-time salaried position with health insurance, paid vacation, salary range \$45,000 - \$55,000 commensurate with education and experience.

Work Location: The LSC CISMA Director is housed at the office of the Macomb County Planning Department in Mt. Clemens, Michigan. Required field work, workshops and meetings will occur throughout Macomb and St. Clair Counties including the offices of Six Rivers Land Conservancy in Oakland County. Limited travel outside of the counties specified may also be required.

Director Responsibilities:

Major Duties and Activities

- Serve as core of the LSC CISMA and focal contact person for all partners and the public, including the Michigan Invasive Species Grant Program (MISGP) of the Michigan Department of Natural Resources.
- Communicate and report regularly with LSC CISMA Executive/Steering Committee, as well as Executive Director or designee of Six Rivers Land Conservancy.



4480 Orion Rd., 2nd Floor • PO Box 80902 • Rochester • Michigan • 48308-0902

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- Perform timely reporting/response to funding agencies.
- Coordinate monthly steering committee meetings and support subcommittees as needed.
- Coordinate with the SRLC Stewardship Field Coordinator to manage and recruit future funded CISMA staff positions such as technicians,
- Minimum of annual outreach to potential stakeholders in the LSC CISMA region to recruit partnerships and widen the impact of the CISMA.
- Other duties as assigned.

Building Capacity/Program Sustainability

- Administer grants, including collecting and managing program data, prepare required reports, ensure that all documentation is turned in to appropriate recipients. Keep up to date records and photos for grant documentation.
- Oversee and administer treatment and other contracts with vendors and partners. Work to resolve any associated issues in a timely manner.
- Familiarize and follow all procurement protocol required by various grantors and partners.
- Identify potential funding sources and take a lead role in writing grants.
- Participate in regional, state, and national invasive species collaborations to share and obtain knowledge and skills to then share with CISMA partners through education events.
- Annually review the LSC CISMA Strategic Plan with the Steering Committee and update as necessary.

Outreach & Education

- Develop and maintain invasive species outreach materials relevant to southeast Michigan including press releases, informational brochures, and similar products.
- Develop and maintain the LSC CISMA web presence via website and social media.
- Develop and deliver effective outreach and education programs for landowners, municipalities, and other stakeholders in the LSC CISMA service area.
- Conduct presentations before local stakeholders such as government bodies, homeowners' associations, watershed councils and other interested and relevant groups.
- Participate in and promote State of Michigan campaigns such as "Don't Move Firewood."

Prevention

- The Director will work with local, state, and federal partners proactively as a key player in Early Detection Rapid Response (EDRR) efforts, activating and directing responses to new findings and range expansions.
- Provide training for partners on Watch List invasive species, including identification, inventory, reporting, safety and best practices treatment protocols.
- Help to fill gaps in response capabilities of local partners.



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Treatment

- Ensure coordination of survey and monitoring efforts to ensure consistent, efficient data collection, validation, storage and dissemination, including sharing invasive species location data with stakeholders and ensuring information is uploaded to MISIN.
- In consultation with Executive Committee and Field Coordinator, develop annual work plan for invasive species treatment implementation and other related activities.
- Ensure invasive species control is conducted according to best management practices and in compliance with all local, state, and federal laws and regulations.
- Develop and support strike team as funded.

Competencies

- Proven experience in budget and project management, including working with bookkeeping professionals to ensure accurate reporting.
- Familiarity with writing and administering state, federal, and community grants.
- Excellent oral and written communication abilities, advanced organizational and coordination skills, and proven experience with group dynamics and integrating multiple perspectives into a team work environment to generate deliverables.
- Ability to exercise independent judgement, discretion, and decision-making on behalf of LSC CISMA.
- Experience with Microsoft Office programs, database/website development, and GIS or similar mapping software.
- Experience with invasive species policies, management, and planning across multiple geopolitical and physical boundaries.
- Must be comfortable with various social media platforms in order to promote LSC CISMA programs and information, as well as respond in a timely manner.
- Ability to gain proficiency in other software programs as needed to develop outreach and educational materials, create routine reports for grants and steering committee, and communicate with partners.
- Valid driver's license and dependable vehicle.
- Ability to lift, push, pull, or carry up to 40 lbs. over short distances.
- Familiarity with technical aspects of pesticide application for invasive control.

Education and Experience

- Bachelor's degree in a related field.
- Proficiency in GIS and data management for inventory, treatment, monitoring, and reporting.
- Three years of experience in conservation, non-profit management, natural resources management, volunteer coordination, or similar position.
- Experience managing staff and volunteers.
- Possess or ability to obtain Michigan Commercial Pesticide Applicator Certification.



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**To apply send cover letter and resume to Kristen Myers at kmyers@sixriversrlc.org with “LSC CISMA Director Position” in the subject line. References and background check will be required for selected applicants.
Position open until filled.**

Six Rivers Land Conservancy is an equal opportunity employer and program provider.
Pre-placement driving and background checks will be required.



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