

**Barry Conservation District
Invasive Species Coordinator (1 Position)
Full-time (40 hrs/wk) Permanent**

Employer: Barry Conservation District (BCD) **Office Location:** 1611 S Hanover St, Hastings, MI 49058

Pay: Hourly \$23-\$24 **Benefits:** paid vacation; personal/sick leave; federal holidays, and a 4% quarterly benefits stipend

Position start date: March 1st, 2023

General Description: The BCK CISMA Coordinator organizes and runs our invasive species program and coordinates and implements all invasive species grants and contracts.

Main Position Duties:

- Manage all BCK CISMA grants and contracts; ensure project success
- Procure and comply with all required permits, licenses, and insurance; ensure CISMA compliance with state and federal laws
- Keep accurate and up-to-date records of all BCK CISMA activities and data, including pesticide application.
- Comply with and complete all required pesticide application reporting
- Develop new agreements to improve BCK CISMA financial sustainability
- In conjunction with the Program Specialist, plan seasonal work, train and oversee field crew to ensure field work success
- Implement the BCK CISMA Strategic Plan and update it as needed
- Write invasive species articles and press releases
- Answer phone calls, emails, and mail from the public
- Coordinate, schedule, and follow up with landowners for site assessments and treatments

Other Position Duties:

- Survey for and treat invasive species
- Schedule and plan meetings, prepare agendas, lead meetings
- Maintain partner communications via emails, phone calls, and/or newsletters
- Organize and host meetings, public workshops, presentations, events, and volunteer workdays, and attend public events
- Design outreach materials, write letters to landowners, etc.
- Update BCK CISMA and BCD websites and post on BCK CISMA/BCD social media
- Attend and, on occasion, present at conferences and meetings

Working Conditions and Other Requirements

- This position is primarily an office position but does include some limited fieldwork (estimated 20% fieldwork). This position will require the applicant to conduct fieldwork in variable weather conditions, variable and rugged terrain and be able to lift and carry 30 pounds on occasion.
- The BCK CISMA works with pesticides, and this position runs the risk of exposure to such chemicals. This position must wear all required safety clothing and equipment and have sufficient visual acuity to identify spills and other potential hazards. **This position will be required to become a Michigan certified pesticide applicator by May 1st, 2023, and to apply herbicide following all permits and label procedures.**

Required Qualifications

- A bachelor's degree and/or background in natural resources management or a related field
- Attention to detail
- Ability to take direction and work collaboratively
- Ability to take initiative and work independently
- Strong written and verbal communication skills
- Must be able to pass a Federal background security check

Preferred Qualifications

- Herbicide application experience
- GIS experience
- Michigan native and invasive plant identification
- Prior leadership experience

To Apply: Send a one-page resume, a list of 3 references, and a one-page cover letter by February 14th to sarah.nelson@macd.org with "BCK CISMA Invasive Species Coordinator" in the subject line.