

**Barry Conservation District  
Program Specialist (1 Position)  
Full-time (40 hrs/wk) Permanent**

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

**Pay:** Hourly \$18-\$20. **Benefits:** paid vacation; personal/sick leave; federal holidays, and a 4% quarterly benefits stipend

**Position start date:** March 1st, 2023

**General Description:** The Program Specialist supports our invasive species management program. The main focus of this position for the foreseeable future is the survey and treatment of invasive mile-a-minute weed, but the position does include other functions.

**Main Position Duties:**

- Survey and treat invasive species (primarily mile-a-minute weed)
- Conduct outreach with landowners
- Coordinate, schedule, and follow up with landowners for site assessments and treatments
- In conjunction with the Coordinator, plan seasonal work, train and oversee field crew to ensure field work success
- Keep accurate and up-to-date project records and databases and prepare project and treatment reports
- Assist in maintaining the CISMA's permits, licenses, and insurance to stay in compliance with state and federal laws

**Other Position Duties:**

- Answer phone calls, emails, and mail from the public
- Assist with new grant and contract development
- Assist in developing articles and other outreach materials
- Assist with meetings, public workshops, presentations, events, and volunteer workdays
- Attend and, on occasion, present at conferences and meetings
- On occasion, support BCD general programming

**Working Conditions and Other Requirements**

- This position is split between office work and fieldwork. This position will require the applicant to conduct fieldwork in all weather conditions, variable and rugged terrain, and be able to lift and carry 50 pounds regularly.
- The BCD 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.**
- The employee must possess a valid Michigan Driver's License and have reliable transportation, as personal vehicle use will be required at times.

**Required Qualifications**

- High school diploma or GED certificate
- Basic understanding of plant identification
- Ability to work independently and as part of a group
- Strong professional communication skills
- Strong organizational, recordkeeping, and task prioritization skills
- Valid driver's license and a registered, insured vehicle
- Must be able to pass a Federal background security check

**Preferred Qualifications**

- A bachelor's degree and/or background in natural resources management or a related field
- Herbicide application experience
- GIS/GPS/compass 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](mailto:sarah.nelson@macd.org) with "Program Specialist" in the subject line.