



MICHIGAN UNITED *Since 1937* CONSERVATION CLUBS

Uniting Citizens to Conserve, Protect and Enhance Michigan's Natural Resources and Outdoor Heritage

PO Box 30235 Lansing, MI 48909 | 800.777.6720 P | www.mucc.org

Habitat Program and Partnerships Coordinator

Mission: Founded in 1937, Michigan United Conservation Clubs (MUCC) is the largest statewide conservation organization in Michigan. Its mission is to unite citizens to conserve, protect and enhance Michigan's natural resources and outdoor heritage.

MUCC Organizational Values

Fosters a conservation stewardship ethic in the public

Protects the rights of the public to hunt, fish, trap and recreate outdoors

Encourages the public to connect to our resources through active recreation

Advocates for sustainable conservation practices and resource stewardship through sound scientific management

Habitat Program and Partnerships Coordinator Purpose:

To create, implement, and maintain a volunteer habitat improvement program that effectively connects MUCC members and partners to the mission and core values of MUCC, while enhancing habitat for wildlife on Michigan's public lands.

Habitat Program and Partnerships Coordinator Role and Responsibilities:

Responsibilities include but aren't limited to: outreach, habitat work, volunteer recruitment and coordination, partnership development, event preparation and facilitation, evaluation and grant reporting for the On The Ground (OTG) program.

On The Ground and On The Ground Junior:

The Habitat Program and Partnerships Coordinator will promote and coordinate volunteer habitat events throughout Michigan. Responsibilities include:

Promote and carry-out existing planned volunteer events for the 2023-2024 fiscal year (typical events include: tree plantings, small game brush pile building, wood duck box projects and invasive species removal)

Supervise current AmeriCorps member serving with MUCC.

Develop conservation partnerships and coordinate with DNR staff to plan future volunteer projects.

Work with the Deputy Director to plan and implement new habitat events throughout the year.

Promote the program to the public and engage volunteers by writing blogs and advertising through social media and other outreach avenues.

Work with school groups to provide educational outdoor recreational activities suitable for the targeted age group as a companion for OTG Jr. habitat events.

Identify funding sources where applicable and assist with grant writing and reporting requirements.

Accurately maintain program databases and retain all paperwork from financial transactions.

Facilitate and/or perform maintenance of field equipment as needed.
All other duties as assigned.

MUCC Education and Outreach

This position will also work with the Deputy Director on other outreach and education duties as required, which may include:

Invasive species education and outreach, including blogs and educational outreach days

Represent and attend yearly sport shows throughout the state of Michigan

Attend youth outdoor events throughout the state to provide presentations and hands-on learning opportunities for students

Visit college classes and clubs to raise awareness of MUCC and conservation in Michigan

Attend and help implement MUCC's annual member-wide events including charity shoot and convention

Minimum Education and Required Licenses:

Bachelor's degree in Natural Resources, Recreation, Event Planning or related fields

Must have or be willing to obtain a Michigan Pesticide Applicator license within 6 months of employment

First aid/CPR/AED certified or willing to become certified

Drivers license and reliable vehicle with insurance

Minimum Skills Required:

Ability to build and retain diverse partnerships and manage multiple priorities
Strong communication, especially writing and public speaking
Highly organized with strong attention to detail
Ability to work independently with follow-through
Familiarity with native flora and fauna of Michigan
Familiarity with terrestrial and aquatic invasive species in Michigan
Ability to use a chainsaw, loppers, hand saws, power tools and other field based equipment
Knowledge of hunting, fishing and conservation

Minimum Physical Expectations:

Physical activity that often requires extensive time working on a computer
Physical activity that often requires travel throughout the state of Michigan by personal vehicle
Physical activity that often requires lifting 50 lbs
Physical activity that often requires bending, stooping, reaching, climbing, kneeling, twisting and/or traversing uneven terrain
Regularly works in all outdoor weather conditions

Work Schedule and Compensation:

Full-time. Must be able to work weekends, and occasional evening and overnight travel is required.
\$45,000-\$48,000 depending on experience. Full benefits including, medical, dental, vision and 403b.

Position is based out of MUCC's Lansing office, which is where equipment is stored.

To Apply:

Please send a resume, cover letter, and three references to Shaun McKeon, Deputy Director, at smckeon@mucc.org. This posting will close on Friday, October 27 or when filled.

MUCC is an equal opportunity employer and values diversity. All employment is decided on the basis of qualifications, merit and business need.