

Position Announcement—Assistant Coordinator for the Keweenaw Invasive Species Management Area (KISMA)

Applications will be accepted until position is filled



Type of Position: Full-time (~40 hrs/wk) limited-term position through Fall 2025. Continued employment is contingent upon securing additional funding.

Employer: Michigan Technological University (MTU)

Work Location: Keweenaw, Houghton, and Baraga Counties—working from MTU campus

Compensation: \$20-25/hr, depending on qualifications, with potential to increase with successful grant writing; mileage reimbursement at the federal rate for travel to/from required training and field sites

Benefits: not included initially, but this could change if additional funding is secured after fall 2025 for a full-time position.

Date position is available: Negotiable but no later than March 30, 2025

General KISMA Information

KISMA is a partnership with 20 partners, including federal, state, tribal, and regional and local conservation organizations. We employ 4+ seasonal employees depending on funding. **Our mission is to facilitate cooperation and education among federal, state, tribal, and local groups and landowners to prevent and manage invasive species across land ownership boundaries, and to foster native aquatic and terrestrial communities.**

Essential functions include:

1. Write grants to obtain programmatic funding
2. Seasonal employee supervision
3. Help supervise data collection for KISMA projects, both terrestrial and aquatic
4. Write reports to funders
5. Assist with invasive species field work (smartphone required) and data collection
 - a. Conduct manual, biological, and some chemical invasive plant control
 - b. Survey and map invasive species infestations using data collection apps
 - c. Enter field data according to KISMA data management protocols
 - d. Create maps in ArcGIS Pro and ArcGIS online
6. Outreach/Education and related duties
 - a. Help organize and run partner and steering committee meetings
 - b. Assist with organizing, advertising, and conducting invasive species outreach/volunteer training events

Qualifications:

1. Education: Bachelor's degree with demonstrated experience collecting and analyzing scientific data and coursework or experience related to ecology, botany, or general biology
2. Computer skills: MS Excel, MS Word and ArcGIS Pro
3. Applicant must:
 - a. Have excellent oral and written communication skills
 - b. Have six months of experience working outdoors in a variety of conditions and terrains
 - c. Exhibit excellent attention to detail in collecting and recording field data.

Preferred Skills and Attributes:

1. Certification for herbicide application in Michigan
2. Grant writing experience
3. Have reliable personal transportation for work-related use and maintain a valid driver's license
4. Field experience with invasive species identification and control, or native plant restoration
5. Ability to identify native and invasive vegetation of Michigan
6. Demonstrated outreach skills and teaching experience
7. Backpacking, camping, and/or outdoor work experience

To apply: email cover letter that includes position(s) of interest, resume including academic and field experience, and list of three references (name, job title, email or phone number) to Dr. Sigrid Resh (scresh@mtu.edu)