

Position Available: Program Specialist

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[Application deadline: September 8, 2024](#) | [Download PDF](#)

Description

The Great Lakes Commission (GLC) has an immediate opening for a self-starting, motivated team player to join our staff. This position will assist with implementation of aquatic invasive species (AIS) projects and provide support to regional collaboratives coordinated by the GLC. Supporting healthy aquatic ecosystems through AIS prevention and control is a longstanding priority for the GLC and a key goal of its [strategic plan](#). The GLC's portfolio of invasive species projects targets a variety of invasive species issues and relies heavily on regional coordination and collaboration to achieve desired outcomes.

Responsibilities

The program specialist will work under the direction of a GLC program manager and help convene and facilitate regional AIS forums to share information and best practices, identify regional priorities, and coordinate research, management, and outreach activities. The position will require a significant emphasis on outreach and communication with diverse partners and stakeholder groups and will include some field work to train new participants in collaborative monitoring and management efforts.

Specific responsibilities include:

- Provide staff support to invasive species initiatives including the Great Lakes *Phragmites* Collaborative, the Invasive Mussel Collaborative, the European Frog-bit Collaborative, and the Great Lakes Panel on Aquatic Nuisance Species
- Assist with the coordination, planning, facilitation and documentation of collaborative meetings and workshops, including committee/work group meetings
- Assist with onsite training for participants in the [Phragmites Adaptive Management Framework](#) and European Frog-bit Collaborative
- Conduct literature reviews, policy analysis, and other research to support the development of fact sheets, reports, briefing papers and other written materials
- Organize educational webinars for diverse audiences on priority invasive species topics
- Develop content for and assist in maintenance of electronic communications, including biweekly e-newsletters, and websites
- Provide clear written and verbal communications to diverse partners and stakeholder groups

Qualifications

Ideal candidates will have a master's degree in natural resources, environmental science or a related field, or a comparable combination of experience and education, and the following qualifications:

- Working knowledge of natural resources management, ecology and/or aquatic sciences
- Experience with Microsoft Office products
- Ability to work independently and as part of internal and external teams
- Ability to communicate effectively verbally and in writing
- Self-motivated and organized with strong attention to detail
- Excellent communication and time management skills

The ideal candidate would also bring one or more of the following skills and experience to the position:

- Knowledge of Great Lakes issues and programs, regional government, water quality, land use and/or resource management
- Knowledge of aquatic invasive species prevention and management
- Familiarity with social media, website content management (i.e., WordPress), and webinar platforms (i.e., Microsoft Teams, Zoom)
- Communications experience

Appointment

Position Classification

The position is classified as regular – full-time as defined by the GLC's personnel policies.

Compensation and Benefits

The starting salary for this position is \$60,000. The GLC offers comprehensive benefits, including generous leave time, flexible schedules, medical, dental and vision insurance, and a retirement match program.

Work Environment

The location for this position is the GLC office in Ann Arbor, Michigan. A partial telework schedule may be considered under the GLC's flexible schedule and telework policy. This position requires occasional travel and occasional field work during the summer season that will require moving through wetlands and other natural areas and environments.

Application Process

Applicants must submit a cover letter and resume stating their interest in and qualifications for the position in a single email to vacancy@glc.org. All required items must be provided for an application to receive consideration. **No phone calls, please.**

About the Great Lakes Commission

The Great Lakes Commission is a binational government agency established in 1955 to protect the Great Lakes and the economies and ecosystems they support. Its membership includes leaders from the eight U.S. states and two Canadian provinces in the Great Lakes basin. The GLC recommends policies and practices to balance the use, development, and conservation of the water resources of the Great Lakes and brings the region together to work on issues that no single community, state, province, or nation can tackle alone. Learn more at www.glc.org.