Charlevoix, Antrim, Kalkaska and Emmet Cooperative Invasive Species Management Area (CAKE-CISMA)

**Program Coordinator Position**

**Position:** Half time (20 hours/week) grant funded Coordinator position through December 30, 2016. Continued employment is contingent on securing additional funding. The goal is to grow this position into a full-time coordinator position.

**Compensation:** $16-20/hour commensurate with experience.

**Closing Date:** February 5, 2016

**Work Location:** Based in Bellaire, MI, Antrim Conservation District with field work throughout the 4-county region of Charlevoix, Antrim, Kalkaska and Emmet.

**Overview:**
The CAKE-CISMA is a young and growing coalition of organizations and agencies working to efficiently and effectively manage the threat of invasive species in a 4-county region in NW Michigan. The Program Coordinator will be in a leadership position, coordinating a 9-member Steering Committee and providing oversight and support for all CISMA projects. They will be responsible with the Grant Coordinator/fiduciary, the Steering Committee and the Area Leaders to provide timely reporting to the Michigan Department of Natural Resources/MISGP. The Coordinator will be responsible for expanding partnerships throughout the region and ensuring all projects are implemented successfully. A strong willingness to learn, lead, work independently and inclusively (team coordination) is necessary.

**Position Job Description/Coordinator Activities:**

1. Administer the MISGP grant received from the Michigan Department of Natural Resources and work closely with the grant’s fiduciary in managing budgets and providing timely reporting to the MDNR-MISGP and the CAKE-CISMA steering committee.
   a. The Coordinator, Area Leaders and the Grant Manager will be responsible for the successful implementation of the MISGP-CAKE CISMA grant. The goal is to create a functional, regional cooperative management team to combat invasive species.
   b. Assist in identifying and writing grants for future funding to combat the threat of invasive species to the region.
2. Work with two Area Leaders, Emmet (Emmet and Charlevoix) and Kalkaska (Kalkaska and Antrim Conservation Districts), and the 9-member Steering Committee to strengthen invasive species efforts in the region.
3. Develop a public/private partnership covering the 4-county area to work on invasive species issues, including identification of high-priority species and management efforts.
   a. The partnership will include watershed councils, lake associations, MI Department of Natural Resources, US Forest Service, Road Commissions, Conservation Districts, Land Conservancies, NGOs, County and Township governments, and all other interested parties.
   b. Work with the Area Leaders and the partnership to develop a volunteer base to manage invasive species in the area.
   c. Work with partners, Area Leaders and Steering Committee to ensure volunteers are properly trained in identification, inventory, reporting, safety and treatment protocol in invasive species management.
4. Work with the Steering Committee and Area Leaders to identify high-priority species and invasive species management effort.
   a. Oversee development of a cost share program for treatment of invasive species.
c. Obtain pesticide applicator business license.
d. Coordinate GPS data collection, validation, storage and transfer of observations to the Midwest Invasive Species Identification Network (MISIN).
e. Ensure invasive species treatment is conducted according to best management practices, following the MDNR requirements set forth by the grant and in line CAKE-CISMA’s cost share requirements.

5. Coordinate with the Area Leaders and the Steering Committee effective invasive species management outreach and education programs for landowners and other stakeholders in the 4-county region.
   a. Work with The Stewardship Network to create a web presence for the CAKE-CISMA and to increase knowledge, skills and abilities in working with partners and promoting invasive species management.
   b. Network with the Invasive Species Network, the NE-CWMA and other invasive species management Cooperatives to increase knowledge, skills and abilities in working with partners and promoting invasive species management. Gather relevant outreach materials from partners to create a library of invasive species education pieces.
   c. Implement outreach and education programs for landowners and other stakeholders in the 4-county region.

Minimum Qualifications:
- A bachelor’s degree in a related field
  - Two years of experience in natural resources or education programing/outreach preferred.
- Experience with invasive species policies, management, and planning across multiple government agencies, NGOs, and interest groups.
- Proficiency in GPS/GIS for inventory, reporting and treatment of invasive species.
- Proficiency in software programs needed to develop outreach and educational materials, social media, coordinate communication with partners and effective reporting to MDNR. (e.g. ArcGIS suite, Microsoft Office suite, Facebook, etc.)
- Valid driver’s license and dependable vehicle.
- Excellent communication, organizational and coordination skills, including keeping groups of stakeholders up-to-date on progress.
- Must be a self-starter and be able to work independently.

To apply send resume with references to the Antrim Conservation District, 4820 Stover Road, Bellaire, MI 49615 or to heidi.shaffer@macd.org before 4:30, February, 5, 2016.

Antrim Conservation District does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations.