Conservation Specialist
Position Description
Manistee Conservation District

Summer, 2015

Position Objective
The person filling the position of Conservation Specialist (employee) serves as technical field advisor and project supervisor for the Manistee Conservation District, promoting and expanding the district’s programs and services. Note: This is not an NRCS position.

Relationships:
The Conservation Specialist reports directly to the Manistee Conservation District Administrator. Employee will work as a part of a team to accomplish the district’s mission. Annual goals, outreach projects, and expenditures are coordinated with the Administrator.

Essential Functions:
- Provide landowners, general public, and District staff with technical consultation and expertise concerning a wide variety of natural resource issues and topics.
- Provide education and outreach on invasive, native, and exotic species, erosion control, watershed issues, wetlands, and other topics within the District’s mission.
- Facilitate the expansion of Manistee Conservation District services by initiating and implementing new projects.
- Serve as Volunteer Coordinator/trainer to recruit & train volunteers to assist with presentations and projects.
- Develop a volunteer certification program. Work with local schools to develop and present environmental education programs to students based on current classroom curriculum in natural resources.
- Work with the Administrator, Forester, and NRCS Conservationist to develop and present environmental education programs within the community.
- Represent the Manistee Conservation District at local watershed, township, and/or agency meetings, as assigned.
- Develop relationships with stakeholders in the county, including watershed groups, townships, and other organizations.
- Provide leadership and services to watershed councils as necessary.
- Prepare outreach material, including press releases, event displays, and possibly graphic design of informational materials and newspaper articles promoting Manistee Conservation District activities.
- Pursue additional District funding for projects and operations through grant writing and fundraising events.
- Prepare and submit monthly activity report.
- Assist the general public, both walk-ins and phone inquiries, making referrals to other staff or appropriate agencies where necessary.
- Provide own clerical duties as needed to fulfill workload and grant obligations.
- Assist with setting up and helping run all recurring MCD events, such as Household Hazardous Waste, Tree Sale, Annual Meeting, Native Plant Sales.
- Contribute to maintaining a clean, presentable office space that is organized and inviting to the public.
- Additional duties, hours and benefits may be added as funding is secured.
Qualifications:
Bachelor of Science, or higher, in Natural Resources or closely related field

Required Experience:
Two or more years full-time work experience or relevant educational experience demonstrating proficiency in the following skills: knowledge of a wide range of local natural resources, skill in providing technical assistance to private landowners, knowledge of soil biology, forestry, agronomy, including plant and tree species, plant communities, water quality issues and protection, customer service, grant writing, publishing tools, public speaking, and community outreach.

Computer software proficiency required: Microsoft Office programs, particularly Word and Excel

Abilities:
- Self-motivated with excellent interpersonal and problem-solving skills
- Skill and accuracy in managing multiple tasks
- Excellent written and oral communication skills
- Excellent social and customer service skills
- Experience and proficiency in writing grant proposals
- Valid driver’s license
- Interest in living in a rural community, along the western shore of Lake Michigan
- Adept and proficient in all Microsoft Office programs, with special skill in Excel and Word.

Salary Range: $16.50-$17.50 per hour to start, depending on education and experience. Subject to annual review.
Medical Stipend: $250 per month

This description is intended to serve as a guide for the position of Conservation Specialist and describes the general nature and level of work expected of this position. It is not to be considered inclusive of all job responsibilities.

Please submit a resume and cover letter to:

Susan Spencer, MCD Administrator
8840 Chippewa Highway
Bear Lake, MI 49614

You may address inquiries to Susan at susan.spencer@macd.org or call the district at 231-889-9666 during normal business hours. We will be accepting applications until September 24, 2015.