

CONSERVATION ADMINISTRATIVE AND FIELD ASSISTANT POSITION

Alger Conservation District is seeking a qualified person to fill an administrative assistant/field tech position beginning January 1, 2019. Position is based in Munising but may encompass cooperative work in adjacent counties. Position is part time, 20-30 hours per week, with the possibility of increased hours dependent on additional funding.

DUTIES include but are not limited to:

- Attendance at office to assist with day to day office operations and interact with public;
- Manual, mechanical, or chemical management of invasive species;
- Performance of other field work as required under District programs, grants or contracts;
- Field and office coordination and implementation of Volunteer Stream Monitoring program;
- Supervision of field crews under instruction from Executive Director;
- Data collection for field activities, including invasive species treatment, mapping, inventories, and surveys;
- Data entry and database and map creation for grants, District programs, and contracts;
- Attendance at workshops, conferences or trainings as requested by board or Executive Director;
- Attendance at public meetings to represent or promote the district;
- Assistance with organizing and presenting educational events;
- Assistance with fundraising and grant writing;
- Assistance with newsletters, press releases, and other written products;
- Maintenance of Facebook page and website;
- Assistance with other duties as requested by the Executive Director or Board of Directors;
- Preparation of a monthly activity report for the Board of Directors;
- Attendance at monthly board meetings.

QUALIFICATIONS:

1. Education: Coursework, degree, or experience related to GIS, botany, general biology, watershed management and hydrology, or ecology preferred.
2. Must be at least 18 years of age as of January 1, 2019.
3. Preferred experience: Field experience in invasive species identification and control, GPS use and GIS mapping, native plant identification, watershed restoration, limnology and/or lake ecology a plus.
4. Must either be a Michigan Certified Pesticide Applicator or be able to become certified by May 2019; training materials and testing fees will be provided.
5. Computer skills: Facility with MS Excel, Publisher, and Word, Garmin BaseCamp, and/or Google Earth a plus.
6. Social and web media skills: Facility with Facebook and Weebly site maintenance a must.
7. Other: Applicant must:
 - a. Have reliable personal transportation for work-related use, both office and field, and maintain a valid driver's license.
 - b. Be willing to carpool to field sites. Ability to operate manual transmission a plus.
 - c. Be able and willing to work efficiently outdoors in a variety of conditions and terrains.
 - d. Be able to interact cooperatively with District and Agency personnel and the general public.
 - e. Exhibit excellent attention to detail in collecting, recording, and entering data.
 - f. Be able to pass a federal background security check and drug test.

COMPENSATION: \$15/hour; mileage reimbursement at federal rate for use of personal vehicle for travel to required training and to field sites.

TO APPLY: Send cover letter, resume including academic and field background, and list of three references by mail or e-mail to the attention of:

Teri Grout, Executive Director
Alger Conservation District
101 Court Street
Munising, MI 49862
teri.grout@macd.org

Submissions must be received no later than 3:00 pm, Friday, December 7, 2018

Alger Conservation District is an Equal Opportunity Employer and Program Provider.