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Your Land, Your Water, Your Michigan

Kalkaska Conservation District

Position Posted: Forestry Assistance Program: Forester

Expected Timeline*: Applications due April 16, 2025 at 3pm for an expected start date of May 5th. (*or until position is filled)

Description:

The Kalkaska Conservation District (KCD) is seeking a Forester under the Forestry Assistance Program (FAP). The Forestry Assistance Program provides private landowners and local units of government with technical information and guidance on the use and management of their forestry, wildlife habitat, and related natural resource concerns.

This position will be based in Kalkaska, Michigan, and will include assignments in all 3 service counties: Kalkaska, Missaukee, and Wexford. It is expected that this position is primarily field-based and will interface with landowners regularly.

Duties will be performed under the direction of the KCD District Manager with yearly goals guided by an advisory board composed of directors and staff from the Conservation District, local, state, and federal partners.

Required Qualifications:

- Bachelor's degree in Forestry*, or related natural resources degree
- Enjoy working with the public
- Superior customer service skills
- Excellent organization/self-starting skills
- Experience with technical writing for general public
- Valid state issued license and reliable personal transportation
- Knowledge base of tree pests and disease
- Willingness to expand services and programs
- Positive outgoing attitude

Preferred Qualifications:

- SAF Candidate/Certified Forester Status
- Experience with the Michigan Qualified Forest Program (QFP)
- Proficient in using GIS (QGIS and ArcMap)
- Grant writing experience
- USDA Farm Bill Programs knowledge
- Previous experience with Conservation Districts
- Prior outreach and program planning experience
- Forest Management Plan writing experience

**A Forestry based degree and certifications are highly preferred. Any biology or natural resources-based degrees may be considered if field-based experience is demonstrated.*

Essential Functions:

- Serve as initial point of contact for private forest landowners, natural resource professionals and local governments for the management of forestland, wildlife habitat, and related natural resource activities in Kalkaska, Missaukee, and Wexford Counties.
- Provide, as a public service, both in-office and on-site assistance to private forest landowners so that they can make informed decisions regarding resource management on their property.
- Conduct outreach and education, including demonstrations, workshops, and field days. Topics may include types of forest management plans, Qualified Forest Program, Commercial Forest Program, Michigan Tree Farm, forestry and taxes, timber management contracts, selecting a consultant, options available for forest management, forest health, invasive species, or fire management.
- Create and maintain a list of qualified foresters, and actively implement a referral program that connects interested landowners with those professionals to facilitate sustainable planning and management of their property.
- Work closely with and maintain a good working relationship with other resource management professionals, both public and private, in support of landscape-level planning and management of natural resources. Additionally, establish a relationship with mills, processors, and co-gen plants utilizing forest products from the local area.
- Prepare and submit an annual plan of work, complete monthly & annual accomplishment reports.
- Maintain a landowner contact document that tracks name, address, phone, site location, acres, a general assessment, and timber type.
- Contribute to the District's social media and printed media content with forestry items.
- Provide advice on the selection and planting of trees, shrubs, and other plants for reforestation and wildlife habitat restoration.
- Provide appropriate management options for threatened and endangered plants and animals to all landowners through the use of the Michigan Natural Features Inventory (MNFI) database.
- Provide advice on the identification and control of insects, diseases, invasive plants and wildlife pests for woodlands. Help monitor the occurrence and spread of insects, diseases, and pests.
- Provide information on federal and state programs, agencies, organizations, and individuals that provide technical and/or financial assistance for forest management activities.
- Review all Qualified Forest Program (QFP) applications to determine program eligibility and complete all QFP Parcel Eligibility Determination Forms sent to the district office by the QFP staff.
- Promote the availability of the MAEAP Forestry, Wetlands, and Habitat (FWH) assessment tool to landowners. Conduct and record the completion of the MAEAP FWH

assessments. Encourage the full implementation of the management plan and pursuit of MAEAP verification.

- Assist KCD with their tree and shrub sales.

Other Functions

- Prepare regular, written reports to the Conservation District Board (monthly).
- Pursue certified forester status with the Society of American Foresters (SAF).
- Attend trainings and conferences.
- Assist the District to achieve deliverables as well as short- and long-term goals.
- Other duties and functions as assigned.

Compensation:

This position is funded by an annually renewed grant provided by the Michigan Department of Agriculture and Rural Development (MDARD) to KCD. The technician's wage will be contingent on whether they are certified forester through SAF and the years of experience. The pay band for this position is \$40,000 to \$46,000

This person will be required to work 40 hours/week (paid bi-weekly). Regular hours of work are between 9:00am and 5:00pm, and may include occasional night and weekend hours (with some schedule flexibility). The candidate may be required to use a personal vehicle at times with mileage reimbursement. Benefits include paid time off (PTO), holidays, healthcare insurance and a retirement savings stipend.

How to Apply:

Interested applicants should send a professional resume, cover letter, and a list of three (3) references to renee.penny@macd.org with the subject: **LAST NAME_Forester Application** or mail to KCD C/O Renee Penny, PO Box 2068, Kalkaska, MI 49646 for consideration.

This position is open until filled, with applications preferred by April 16, 2025 at 3pm for an expected start date of May 5th.

The Kalkaska Conservation District is an equal opportunity employer and program supplier that will not discriminate in employment, promotions, or compensation on the basis of race, sex, color, religion, national origin or ancestry, age, marital status, disability status, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.