

PURPOSE:

This position will serve as a role model and leader, Soil Erosion and Sedimentation Control agent, primary educator coordinator for the Missaukee Conservation District; manage stream monitoring and tree and native plant sales; obtain and coordinate volunteers, and develop programs that fulfill the mission of the Missaukee Conservation District. The position also promotes the District's programs and services available to the public.

Work is performed under direct supervision of the Missaukee Conservation District Manager with direction from the Missaukee Conservation District Board of Directors.

RESPONSIBILITIES/ESSENTIAL JOB FUNCTIONS:

Any employee in this position maybe called upon to do any or all of the following essential functions. These examples do not include all the duties that the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Soil Erosion and Sedimentation Control responsibilities

- Serve as Missaukee Conservation District's Soil Erosion and Sedimentation Control Agent in partnership with Conservation Technician.
- Adhere to P.A. 451, Part 91 SESC guidelines and process soil erosion permit applications are processed accordingly; perform SESC inspections, issue permits, correspondence and manage SESC database.

2. Educator responsibilities

- Plan and conduct the youth education program of the Missaukee Conservation District through classroom presentations, outdoor programs and electronic media.
- Establish and maintain an excellent working relationship with all local school systems, educators and partnering organizations.
- Develop, organize and conduct teacher workshops and in-service training to educate teachers on natural resource conservation topics.
- Serve as County Michigan Green School Coordinator and work with schools to maintain certification.
- Develop classroom Conservation Education Toolkits with activities and materials pertaining conservation topics.
- Coordinate local NACD Poster Contest.
- Apply for education program grants and request sponsorship for programs and events.
- Develop robust public outreach and marketing promoting the District's education programs.

3. Outreach responsibilities

- Build upon Nature Trail and Native Gardens maintenance plan, develop programming and promotion.
- Provide landowners, public, and District staff with technical expertise and education on green belts, native species, exotic species, erosion control and other topics within the District's mission.
- Help to prepare outreach material, including press releases, event displays, and graphic design of informational materials. This includes the preparation of a semi-annual Conservation News newsletter (tax notice inserts).
- Coordinate publication of annual report and bi-annual plat book.
- Coordinate seedling and native plant sales.
- Enhance and support the Conservation District mission by initiating and implementing new projects.

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MISSAUKEE CONSERVATION DISTRICT	OUTREACH COORDINATOR/SESC	POSITION DESCRIPTION
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- Conduct presentations on conservation issues, District functions, and local projects to service group, clubs, units of government and various conservation groups.
 - Work within the community to recruit and train volunteers to assist with presentations and projects
 - Attend local and regional organization and/or agency meetings representing the Missaukee Conservation District, as assigned, including NCCISMA.
 - Develop relationships and provide leadership to lake associations and other natural resource groups, as necessary.
 - Help to prepare news releases, event displays and newspaper articles promoting District activities.
 - Pursue additional funding for projects through fundraising, events, and/or grant writing.
 - Annual Dinner coordination
4. Other responsibilities
- Submit Conservation Corner newspaper articles and Facebook posts as part of Conservation District staff rotation.
 - Prepare, distribute and compile results from Resource Assessment.
 - Photo-document programs and accomplishments as well as maintain and organize the district's photographs for use in displays, presentations, social media, news articles, etc.
 - Maintain detailed records of time utilization, presentations completed, number of participants and presentation evaluations and report as appropriate.
 - Assist public, both walk-ins and phone inquiries, making referrals to other staff or appropriate agencies where necessary
 - Prepare and submit monthly activity report.
 - Contribute to keeping office space clean and inviting to the public
 - Perform other duties as assigned by District Manager.

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EMPLOYMENT QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills, ability, and minimum qualifications necessary to perform the essential functions of the position.

1. Bachelor's degree in science, biology, animal science, or natural resources and experience in education; experience will be considered in lieu of this qualification.
2. Public speaking and presentation skills and comfort with groups of all sizes.
3. Strong verbal, written and interpersonal communication skills. Ability to multitask and maintain deadlines.
4. High degree of proficiency in office procedures, typing and machines.
5. Must always maintain confidentiality.
6. Familiarity with marketing and use of social media.
7. Knowledge and practical experience regarding basic computer skills, including Microsoft Office, Publisher, Canva or other graphic arts program.
8. Ability to work independently; make decisions in accordance with established policies and regulations; manage complex projects independently; research, compile and distribute information.
9. Polite, courteous, professional, and tactful. Positive attitude and sense of teamwork is a must.
10. Able to pass background check, possess a valid driver's license and have reliable transportation.

An employee in this position may be called upon to do any or all the above tasks. These examples do not include all the tasks that the employee may be expected to perform.

PHYSICAL REQUIREMENTS:

1. Able to sit at a desk for extended periods.
2. Able to get between offices to meet customers for assistance.
3. Able to bend over to access files.
4. Able to work in an outdoor environment in all kinds of weather occasionally for several hours at a time.
5. Able to walk on trails and uneven ground occasionally.
6. Ability to lift up to 25 pounds.
7. Able to hear, read and speak English.

WORKING CONDITIONS:

1. Works primarily in an office environment. Daily shift is 8:30 AM to 4:30 PM with ½ hour paid lunch.
2. May be required occasionally to attend meetings, special events and training meetings outside the normal work schedule with advance notice provided.
3. Will be required to work and travel outside the office to conduct outreach events and training meetings.

Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements.

REPORTS TO: Sherry L. Blaszak, District Manager

FAIR LABOR STANDARDS ACT STATUS: Hourly (non-exempt)

DATE: January 2022

APPLICATIONS DUE: January 21, 2022

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