



Michigan Nature Association

Protecting Michigan's natural heritage since 1952

2310 Science Parkway, Suite 100

Okemos, MI 48864

866.223.2231

Accreditation Specialist

The Michigan Nature Association (MNA) is seeking an exceptional candidate for a limited-term Accreditation Specialist position. The Accreditation Specialist will work with staff and volunteers to assist MNA in preparing for Land Trust Alliance (LTA) reaccreditation in 2024.

MNA is a statewide conservation nonprofit established in 1952 and based in Okemos, Michigan. We are a nationally accredited land trust with a mission to protect imperiled natural communities and rare, threatened, and endangered species. MNA protects a vast network of over 180 nature sanctuaries, totaling nearly 17,000 acres, in 60 of Michigan's 83 counties. Besides land protection, other program areas include habitat restoration and management, environmental education, and community engagement events and activities. We are the proud publishers of Michigan Nature magazine. For more information on MNA, please see our website at michigannature.org.

Location:	Work will take place at the MNA Office in Okemos
Time Commitment:	Part-time, hourly, temporary. Applicants should be available 15-20 hours/week
Duration:	October 2022 – December 2024. Start and end dates are flexible.
Compensation:	\$20-25/hour, depending on experience
Supervisor:	Conservation Manager

Key Responsibilities:

- Organize paper and digital legal files for each sanctuary, update and complete established checklists, update and maintain tracking spreadsheets
- Prepare and update sanctuary narratives
- Coordinate with sanctuary file volunteers and staff
- Learn and understand accreditation requirements as defined by the Land Trust Accreditation Commission (LTAC)
- Assist with preparation of MNA reaccreditation application materials
- Assist with other parts of the reaccreditation process as needed

The Ideal Candidate Will:

- Have demonstrated success in organizational and administrative competency areas
- Possess an exceptional work ethic, superior organizational skills, and a keen eye for detail
- Excel working independently and as part of a team
- Have excellent written and oral communication skills
- Communicate professionally and politely with MNA staff and volunteers

Knowledge, Skills, and Abilities:

- At least one year of experience in an administrative role
- Certificate, Associate or Bachelor's degree in Paralegal Studies, Administration, or related field, or an equivalent combination of education and experience
- Ability to learn, understand, and document the LTA Standards and Practices that are requirements for reaccreditation
- Ability to read and understand complex, highly detailed documents
- Proficiency with Microsoft Office applications

Desired Qualifications:

- Background in real estate and/or land surveying
- Experience working for a land trust
- Experience overseeing accreditation or reaccreditation

To Apply:

Please send a resume, cover letter, and contact information for three professional references to Rachel Maranto, Conservation Manager, via email at rmaranto@michigannature.org. Applications will be accepted until the position has been filled.

MNA embraces a welcoming, diverse, and inclusive organizational culture as central to our mission of protecting biological diversity; we are rooted in the belief that nature needs everyone and everyone needs nature. We are an Equal Opportunity Employer and it is the policy of MNA that no employee or applicant for employment will be discriminated against based upon age, race, color, creed, religion, sex, sexual orientation, national origin, disability, veteran status, or other protected class or characteristic established under applicable federal, state or local statute or ordinance. Applicants with disabilities may request reasonable accommodation at any point in the employment process.