



Michigan Nature Association

Protecting Michigan's natural heritage since 1952

2310 Science Parkway, Suite 100
Okemos, MI 48864
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Eastern Lower Peninsula Regional Stewardship Organizer

The Michigan Nature Association (MNA), a statewide land conservation organization headquartered in Okemos, Michigan, is seeking an exceptional candidate for a Regional Stewardship Organizer position. MNA was established in 1952 as Michigan's first land conservancy and protects over 12,000 acres in 60 counties on over 170 nature sanctuaries. For more information about the Michigan Nature Association, visit: www.michigannature.org.

The Regional Stewardship Organizer works with the Stewardship Coordinator to manage MNA's sanctuaries and organize MNA's stewardship program in the assigned portions of the Eastern Lower Peninsula. The majority of the Regional Stewardship Organizers' duties include recruiting, coordinating, supervising, and working with volunteers to implement and develop sanctuary management plans and assisting with MNA outreach and educational programming.

Responsibilities:

- In coordination with the Stewardship Coordinator, manage MNA's stewardship operations for the Eastern Lower Peninsula.
- Recruit, train, supervise and provide equipment/supplies to volunteer stewards for the purpose of enabling them to lead workdays and field trips on the sanctuaries focused on sanctuary monitoring, marking the boundaries, addressing encroachments, and management of native natural communities and invasive species
- Develop and maintain regular communication with local stewards, neighbors and local community partners to address sanctuary and/or stewardship needs
- Track monitoring status of sanctuaries
- Schedule and coordinate workdays and field trips
- Develop and update management plans for sanctuaries
- Make sanctuary site visits as needed
- Coordinate regional interns
- Assist with School to Sanctuary partnerships
- Work within the determined operating and capital budgets to manage sanctuaries, complete projects, and purchase equipment and supplies as needed and provided for in budgets
- Flexible work schedule needed at times, including some weekends and evenings
- Perform other duties as assigned

Minimum Qualifications:

- Bachelor's degree in biology, ecology, natural resources management or related field and one to two years of related ecological land management experience or equivalent combination of education and experience
- Knowledge of and commitment to MNA's mission and stewardship program
- Experience working with or knowledge of natural ecosystems. Ability to recognize plant and animal species as required to complete stewardship activities
- Ability to create and implement sanctuary management plans using current ecological management principles and practices
- Experience or ability to safely use and maintain stewardship tools and equipment, including power tools such as brushcutters and chainsaws
- Excellent written and oral communication skills
- Experience recruiting, training and organizing volunteers and volunteer events
- Proficiency with common software programs (Word, Excel, Access, email, web browsers)
- Ability to learn various GIS/GPS software programs
- Ability to prioritize multiple tasks and deliver quality results under deadlines
- Ability to obtain related licenses or certifications such as first aid, CPR, pesticide applicators license, S130/190 Wildland Fire Training, driver's license.

Desired Qualifications:

- Experience with ArcView and various GIS/GPS software programs
- Pesticide applicators license, S130/190 Wildland Fire Training.
- Survey experience

Compensation

Compensation is commensurate with experience, includes health insurance benefits, life insurance, paid vacation, and a 403(b) savings plan. Expected annual salary will be between \$30,000 to \$37,500.

To Apply:

Resumes accepted until February 1, 2019 or the position has been filled. Please send a cover letter, resume and references via e-mail to Paul Steiner, Operations Director at psteiner@michigannature.org.

*The Michigan Nature Association is an equal opportunity employer
committed to workplace diversity*