



Published Announcement:

Natural Resource Technician Muskegon, MI. Full-Time Project / Grant Coordinator with Bachelors Degree in natural resource related field. For additional information see posting at <http://www.muskegoncd.org> or contact the Muskegon Conservation District office at (231) 828-5097. Send cover letter, resume, and 3 references to steve.coverly@macd.org; or mail to Steve Coverly, Muskegon Conservation District, 4735 Holton Road, Twin Lake, MI 49457. Applications due January 30th, 2017.

Position Description:

Project Coordinator

Essential Functions

- Work in conjunction with project manager to implement District programs and grant programs
- Ensure that the District adheres to the provisions of grant agreements and contracts while also obeying laws covering Conservation Districts
- Obtain funding for current and future District programs through grant writing
- Manage small demonstration grant projects
- Assist local agencies, municipalities, organizations, and individuals with conservation programming
- Coordinate other District staff for special initiatives, education, and outreach
- Other functions/duties as assigned

Education / Experience / Skills

- Minimum of a (2 year) Associates Degree in a natural resource related field
- Excellent organizational, public presentation and written communication skills
- Ability to work in various field and weather conditions
- Ability to work independently, or effectively with groups and individuals (including those with different philosophies, educational backgrounds, and/or economic status)
- Appreciation for and commitment to conservation of natural resource
- Prompt to work and appointments

Project / Program Area Experience

- Work in the area of natural resource management and watershed planning
- Ability to work in the field constructing and/or supervising construction of conservation practices
 - Streambank erosion
 - Fish & wildlife habitat
 - Water quality and stormwater BMPs (Best Management Practices)
 - Forestry restoration
- Prepare contracts for engineering and construction work
- Ability to use Microsoft Word; Excel; PowerPoint, and Publisher

Work Schedule and Wages:

- Position is based on a 40 hour work week with schedule to be determined in coordination with Conservation District Executive Director
- Normal office hours are Tuesday – Friday, 7:00 am to 5:30 pm. Flexibility with scheduling is permitted and will, from time to time, be required
- Must be available for occasional evening meetings and overnight conferences / conventions / trainings
- \$12.50 - \$14.50 per hour; commensurate with education and experience
- Benefits, holiday, sick, and vacation compensation