



Lansing Cooperative Programs

Huron Pines AmeriCorps Position Description

**POSITION TITLE:** Invasive Species and Urban Forestry Technician  
**PRIMARY SERVICE LOCATION:** Lansing, Michigan  
**RESPONSIBLE TO:** Ryan Wheeler, Invasive Species Biologist

The Department of Natural Resources (DNR), Forest Resources Division, coordinates multiple programs for citizens and communities to engage in the management and protection of forest resources in cities and rural areas. These programs include: Invasive Species Program, Urban and Community Forestry Program Adopt-A-Forest, Project Learning Tree, Wheels to Woods, and Fire Prevention.

In partnership with the Huron Pines AmeriCorps program, the DNR is offering an opportunity for a full-time member to serve at the DNR headquarters in Constitution Hall, Lansing. The position will conduct site assessments and monitoring, organizing and tracking data, creating and delivering education and outreach programs, and collaborating with partners and the public across all Cooperative Programs.

The successful applicant will have a strong natural resources background and be comfortable working with a diverse set of partners and the public. The member should be able to prioritize and manage multiple projects simultaneously and have the ability to work independently. The member may be required to complete tasks alone in the field (both urban and rural) in a variety of adverse weather and terrain conditions. Preference will be given to candidates with excellent written and verbal communication skills and some hands-on experience with engaging partners and volunteers.

**SCOPE AND PURPOSE OF SERVICE:** The Invasive Species and Urban Forestry Technician will be involved in a diverse set of projects to improve the health and sustainability of urban and rural forests and to enhance quality of life for citizens and communities in Michigan. Some experience dealing with the public and developing additional programming to engage volunteers and conduct monitoring in urban and rural forests. The member will be developing and delivering outreach to various stakeholders, partners, and volunteers to enhance environmental stewardship of Michigan's forest resources. Service locations include the DNR headquarters in Lansing but also include travel to urban and rural forests statewide. Most travel will be day travel but overnight travel may be necessary.

### **POSITION DUTIES AND RESPONSIBILITIES:**

Program: Developing Cooperative Program service delivery

- Create newsletters and other printed materials about the Cooperative Programs
- Deliver Project Learning Tree educational program to educators and volunteers
- Monitor sites for presence of invasive species
- Collaborate with partners and communities to increase involvement in Cooperative Programs
- Increase invasive species awareness and forestry messaging at appropriate venues throughout the state



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- Track spatial data and assess trends in various natural resource related issues (e.g. tree planting, invasive species, program participation, etc.)
- Develop, coordinate, and host trainings, presentations, workshops, and other special events related to FRD cooperative programs (e.g. Tree City USA awards, Arbor Day invasive species trainings etc.)
- Engage new volunteers in Adopt-A-Forest
- Inspect community tree plantings
- Organize and produce a web platform for City Ordinance data
- Complete iTree inventory analysis for cities who lack resources
- Provide technical assistance to partners and the public related to various natural resource issues (e.g. tree care, invasive species, etc.)

### PROGRAM REQUIREMENTS:

- Prepare and submit 2-week schedules, timesheets and mileage reimbursement forms
- Conduct at least 2 presentations to community groups about Huron Pines AmeriCorps
- Engage at least 30 volunteers in conservation activities
- Submit 4 “Great Stories”
- Provide regular project updates and photos for the website
- Represent yourself as a Huron Pines AmeriCorps member at all times
- Attend required trainings provided by the AmeriCorps Coordinator

### QUALIFICATIONS:

- ✓ Bachelor’s Degree
- ✓ Computer efficiency (typing, email, word processing, excel)
- ✓ Ability to pass a background check\*
- ✓ U.S. citizen, national, or lawful permanent resident alien
- ✓ Commitment to conserving the forests, lakes and streams of Northeast Michigan

On occasion, service will be required at an off-site location. Use of a personal vehicle may be required to perform duties (mileage will be reimbursed). This is a 40 hour per week position and runs from January 4-November 9, 2018. Benefits include \$12,630 living stipend, health insurance, \$5,730 education award and student loan deferment.

Applications and directions are available at [www.huronpines.org/ameriCorps](http://www.huronpines.org/ameriCorps) and will be accepted until September 29, 2017.

**Reasonable accommodations:** If you need to make a request for a reasonable accommodation, due to a disability, such as obtain materials in a format that works for you or to fully participate in the application process, please contact Jake Jermac, AmeriCorps Coordinator at (989) 448-2293 x30 or [jake@huronpines.org](mailto:jake@huronpines.org).

\*Registered sex offenders are not eligible for AmeriCorps positions.