



Roscommon Customer Service Center

### Huron Pines AmeriCorps Position Description

**POSITION TITLE:** Conservation Easement and Outreach Technician  
**PRIMARY SERVICE LOCATION:** Roscommon, Michigan  
**RESPONSIBLE TO:** Kerry Wieber, Forest Land Administrator

The Michigan Department of Natural Resources (DNR) manages state forest land on behalf of the citizens of Michigan for many objectives including wildlife, timber and public recreation while emphasizing the unique characteristics and values of the forest. In an effort to protect and consolidate state ownership, the DNR actively engages in land transactions and acquisition of lands and rights in land. As a result, the DNR is involved in such programs as the Michigan Natural Resources Trust Fund, Forest Legacy Program, and conservation easements and monitoring.

In partnership with the Huron Pines AmeriCorps program, the DNR is offering an opportunity for a full-time member to serve at the Roscommon Customer Service Center. The position will conduct research for grant application development related to both the Michigan Natural Resources Trust Fund and the Forest Legacy Program; coordinate outreach with partners, stakeholders and the general public related to the Forest Legacy Program; assist in conducting conservation easement monitoring using a Collector application in the both the upper and northern Lower Peninsula; upload collected data and photos into the Collector/conservation easement database; and assist in other field data collection.

The successful applicant will have a strong natural resources background, knowledge of how to best promote a program or project, and be comfortable working collaboratively with people. 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 in a variety of adverse weather and terrain conditions. The member may be asked to operate chainsaws, tractors and other large equipment. Preference will be given to candidates with excellent written and verbal communication skills and some hands-on experience with on-the-ground conservation projects are preferred.

**SCOPE AND PURPOSE OF SERVICE:** The Conservation Easement and Outreach Technician will be involved in a diverse set of projects to assist in natural resources protection at a statewide level. The member's time will be split between office and field work based upon workload and timing of year to complete field work. Some experience in reading maps, using GPS and Collector applications, and conducting research for grant applications is preferred. Onsite training will also be provided. The member will be involved in observing and documenting site conditions and activities on conservation easements, uploading collected data, conducting outreach and promotion of programs like the Forest Legacy Program, and research for grant projects. Office location will primarily be in Roscommon, but may also include meetings in Grayling or Gaylord. Field work will occur on a variety of sites in the Upper Peninsula and northern Lower Peninsula. Some travel will include overnight or multiple overnight travel and will occur in the forest and strenuous physical activity will be required.



4241 Old US 27 South, Suite 2, Gaylord, Michigan 49735 (989) 448-2293 [www.huronpines.org](http://www.huronpines.org)

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

#### **Program: Conducting Grant Research**

- Gain familiarity with requirements for Michigan Natural Resources Trust Fund acquisition grants
- Gain familiarity with requirements for USFS Forest Legacy Program project briefs
- Conduct research on required grant components for specified projects
- Compile and provide research findings and materials in identified format
- Follow up on additional information, as required

#### **Program: Coordinating Forest Legacy Program Outreach**

- Gain familiarity with the Forest Legacy Program
- Develop outreach materials for private forestland owners, consulting foresters, and stakeholders
- Draft documents for inclusion in newsletters
- Help with preparations for closing ceremonies for Forest Legacy Program projects
- Meet with private forestland owners, foresters and stakeholders to discuss the program

#### **Program: Conducting Conservation Easement Monitoring & Uploading Data**

- Collaborate with lead Conservation Easement monitoring staff
- Complete training on monitoring requirements and use of Collector application
- Become familiar with conservation easement language and requirements
- Prepare for field monitoring
- Conduct monitoring of Northern Great Lakes Forest project in Upper Peninsula
- Conduct monitoring of Arcadia and Green Point Dunes conservation easement in Lower Peninsula
- Coordinate with appropriate staff to become familiar with and upload current and previously collected data

#### **Program: Field Data Collection**

- Collaborate with Resource Assessment Section staff to determine data collection needs
- Conduct GPS collection of trail systems or other areas, as identified

### **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/amicorps](http://www.huronpines.org/amicorps) 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.