



**POSITION TITLE:** Community Education Specialist  
**PRIMARY SERVICE LOCATION:** Gaylord, Michigan  
**RESPONSIBLE TO:** Abby Ertel, Community Program Lead

Huron Pines is a nonprofit organization that works to protect the Great Lakes by conserving the forests, lakes and streams of Northeast Michigan. We fulfill this mission by building partnerships between the public and private sector, coordinating on-the-ground natural resource restoration projects and helping to enhance the efforts of our conservation partners.

Huron Pines is offering an exciting opportunity for a Huron Pines AmeriCorps member who will enhance volunteer, communications, place-based education and partnership efforts with local community stakeholders. We are seeking someone to initiate, implement and participate in conservation-based volunteer events, place-based education projects as well as develop and foster partnership opportunities. This opportunity balances a variety of tasks ranging from public speaking, discussion facilitation, on-the-ground technical tasks, place-based education projects and motivating community engagement. We are looking for someone who is able to manage multiple tasks, communicates very well through public speaking and writing and brings a creative approach to new projects.

**SCOPE AND PURPOSE OF SERVICE:** This position requires a 10 month commitment. The Community Education Specialist will play a pivotal role in adding value to conservation efforts across the state of Michigan. The Huron Pines AmeriCorps member will work closely with Huron Pines and our partners to develop, design and create resources focused on increasing effective communication with, and engagement of, these local stakeholders. In addition to these efforts the member will provide important support to local, community based programs that build strong connections between residents of all ages and the unique natural resources that define Northeast Michigan. The member will work with local school districts to implement place-based education projects. The member will work with partners to complete community events raising awareness of the health and wellness benefits of natural resources and build strong community pride through conservation stewardship activities. The member will conduct resource inventories in various watersheds throughout Huron Pines' service area.

Experience working with the public and a social science or educational background is preferred; on-site training will also be provided. The program offers opportunities to develop creative approaches for involving the public, crafting messaging, promoting volunteerism, designing and supporting research, and increasing information exchange across the Great Lakes region. This position requires some travel. Service locations include office space at Huron Pines, field sites, schools and public buildings.



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

#### Conservation community engagement

- Develop and organize engagement events to share information on the economic and community importance of our rare northeast Michigan ecosystems
- Work with health and wellness partners to identify and implement community projects.
- Engage K-12 students in place-based education opportunities through classroom presentations and hands-on learning in the field
- Support current place-based education partners to implement project plans, connect with community and resources partners and grow curriculum opportunities.
- Recruit 2 new classrooms for place-based educational programs in conjunction with the Northeast Great Lakes Stewardship Initiative
- Work with Kirtland's Warbler partners to deliver annual Young Artist Calendar Contest programs
- Work with Program Staff to plan, lead and complete community volunteer events
- Create, distribute outreach materials for at least 5 local, regional or statewide events

#### Habitat Restoration

- Support efforts to go beyond invasive species treatment to restore and enhance degraded areas through planting of native species, native seed collection and implementation of erosion control measures
- Engage in proper use and maintenance of stewardship tools and equipment, including vehicles, herbicide sprayers, hand tools, power tools, digital cameras, GPS units and tablet PC.
- Conduct resource inventories including invasive species, road/stream crossing and streambank erosion and input data into our database

### **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, preferred degrees include social science, communications, nonprofit management, environmental education or related field
- ✓ Computer proficiency (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
- ✓ Have and maintain a valid driver's license

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.