



Pigeon River Country

Huron Pines AmeriCorps Position Description

POSITION TITLE: Natural Heritage Assistant
PRIMARY SERVICE LOCATION: Various locations in Michigan; office in Lansing, MI
RESPONSIBLE TO: Rebecca Rogers, Michigan Natural Features Inventory

The Michigan Natural Features Inventory (MNFI) is a program of Michigan State University Extension that works in close cooperation with the Michigan Department of Natural Resources and other conservation partners. MNFI is part of an international network of over 70 natural heritage programs and conservation data centers in the U.S., Canada and Latin America dedicated to the collection of information on biological diversity. MNFI, begun in 1980, develops and maintains the only comprehensive biological and conservation database on Michigan's rare plants and animals, exemplary natural communities, and other significant natural features. These data are used by federal, state, and local agencies and private organizations and individuals to guide land management, development and conservation decisions.

In partnership with the Huron Pines AmeriCorps program, MNFI is offering an opportunity for a full time member to serve in Lansing, MI as well as throughout the state when conducting field surveys or educational programs. The successful candidate will assist in collecting, analyzing, and communicating information about Michigan's natural communities and rare and declining plants and animals and assist with the maintenance of Michigan's Natural Heritage Database.

The successful applicant will have a strong natural resources background and knowledge of Michigan and/or Midwestern fauna, flora, and ecosystems. The member should be organized, detail-oriented, able to follow protocols, enthusiastic, and self-motivated. Applicants should have good oral and written communication skills, and be willing to work both independently and as part of a team. Preference will be given to candidates with experience navigating and recording locational information using maps, compass, aerial photos, and GPS equipment and experience with Geographic Information Systems (GIS).

SCOPE AND PURPOSE OF SERVICE: The Conservation Science Assistant will be involved in a diverse set of projects to collect, analyze and communicate information about Michigan's natural heritage. Some experience interacting with the public and conducting scientific surveys is preferred. Onsite training will also be provided. The member will assist in developing new conservation programs including conducting outreach to conservation partners, using volunteers to conduct species surveys, conducting educational programs with children and adults and developing educational materials. Service locations include the office in Lansing MI and project locations throughout the state when conducting fieldwork. Field work will require frequent travel, variable and/or long work hours or schedules in the field, often under adverse conditions (e.g. hot, humid weather, biting insects, difficult terrain), and sometimes in remote locations. Applicants should have a valid driver's license and may be required to use their own vehicle (when required, mileage will be reimbursed at the standard MSU rate). Meal and lodging costs will be reimbursed when overnight stay is required. Service on holidays and/or weekends also may be required.



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

POSITION DUTIES AND RESPONSIBILITIES:

Program: Natural Heritage Partnership Program

- Assist with developing and implementing marketing strategies to increase awareness of MNFI
- Coordinate data sharing with other organizations
- Help to maintain Michigan's Natural Heritage Database to inform biodiversity conservation by entering survey data and information provided by natural resource professionals and the public.

Program: Assist with field surveys.

Survey targets could include:

- Rare amphibians and reptiles in Michigan
- Rare butterflies, moths and other insects
- Grassland birds, wetland birds and forest birds
- Invasive plants

Program: Recruit volunteers to conduct field surveys

- Recruit new and coordinate with existing volunteers for the Michigan Marsh Bird Survey.
- Recruit volunteers to assist with surveys for amphibians and reptiles at specific sites in around Michigan.
- Recruit volunteers to assist with surveys of rare butterflies.

Program: Provide environmental education services to schools

- Take part in educational programs on vernal pools, impacts of transportation networks and invasive species on watershed health to participating middle and high schools both in the classroom and in the field as we visit vernal pools in Monroe and Wayne County as part of a "B-Wet" project.
- Develop a brochure and/or other education and outreach materials/resources (e.g., website) on vernal pools for distribution to teachers and community members.
- Update materials made available to the public on rare species.

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 Michigan's rare plants, animals and exemplary natural communities

Service will be required at an off-site location. Use of a personal vehicle is 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/joinamericorps.asp 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.

*Registered sex offenders are not eligible for AmeriCorps positions.