

Leelanau Conservancy  
Huron Pines AmeriCorps Position Description

**POSITION TITLE: Stewardship Technician**

**PRIMARY SERVICE LOCATION: Leland, MI**

**RESPONSIBLE TO: Becky Hill, Natural Areas and Preserves Manager**

The Leelanau Conservancy is one of the nation's top accredited land trusts. For 30 years, our mission has been to conserve the land, water and scenic character of Leelanau County in Northwest Lower Michigan. We have protected approximately over 9,000 acres through private conservation easements, and 2,800 acres of natural areas, preserves, and forest reserves which are open to the public.

Through the Huron Pines AmeriCorps program, the Leelanau Conservancy is offering an opportunity for a half time member who will be responsible for conducting various land management and natural resource conservation projects work on our 26 natural areas, preserves, and forest reserves. The position will serve as a member of a field crew implementing on the ground restoration projects, invasive species monitoring and control, and trail construction and maintenance.

Our ideal candidate will have a strong natural resources background, knowledge of invasive species identification and/or management techniques, and be comfortable working collaboratively with people. We are seeking an individual who is a good team player, has excellent communication skills, and a positive attitude. 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. Preference will be given to candidates with excellent written and verbal communication skills and hands on experience with on-the-ground conservation projects.

**SCOPE AND PURPOSE OF SERVICE:** The Stewardship Technician will be involved in a diverse set of projects to improve the visibility and awareness of our stewardship work in Leelanau County. The member will implement on-the-ground invasive plant control and restoration projects. Invasive plant control methods will include manual removal by hand and tools as well as application of herbicide and use of propane torches. The member will conduct invasive plant surveys, monitor known infestations, and collect data in the field. The position will facilitate the construction of a new trail, restore a section of trail impacted by erosion, and maintain over 15 miles of current trail systems. In addition, the member will participate in outreach activities including leading conservation and restoration events with our over 300+ volunteer base and working to expand that program.

Some experience dealing with the public and conducting scientific surveys is preferred. Onsite training will also be provided. The member will design and develop outreach materials and use GIS technology to create maps. The majority of the work will be in our service area of Leelanau County with some minor travel to meetings and workshops. Most travel will be day travel around the County and strenuous physical activity will be required.

**POSITION DUTIES AND RESPONSIBILITIES:**

Program: Invasive Plant and Habitat Restoration

- Serve as member of field crew to implement invasive species monitoring and control program
- Inventory 180 acres of Forest Reserve post timber harvest using systematic transect survey method and map any new invasive species as well as monitor known infestation sites

- Conduct on-the-ground restoration projects
- Collect field data including GPS points and detailed records of stewardship activities and enter into database
- Develop a procedure for and implementing invasive species data into new database
- Monitor natural areas for forest health by documenting pest and disease presence and absence.
- Engage in proper use and maintenance of stewardship tools and equipment, including vehicles, herbicide equipment, hand tools, power tools, GPS units and iPad tablets
- Participate in training and safety workshops and Stewardship staff meetings
- Create maps using ArcGIS for invasive plant and restoration work

Program: Education and Outreach

- Develop informational and interpretive materials on our protected land
- Train volunteers and coordinate workbees for our stewardship program
- Coordinate, support and report on volunteer activities and events
- Lead school groups on hikes and educational workbees to help students learn new skills on our natural areas and preserves

**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 2 “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 and two elective trainings of your choice

**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 Northwest Michigan
- ✓ Ability to obtain an Commercial Pesticide Applicator’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 May 7-November 9, 2018. Benefits include \$6,400 living stipend, health insurance, \$2,907.50 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 March 12, 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 Jennie Zoll at (989) 448-2293 x22 or [jennie@huronpines.org](mailto:jennie@huronpines.org).

\*Registered sex offenders are not eligible for AmeriCorps positions