

## Grayling Field Office Huron Pines AmeriCorps Position Description

**POSITION TITLE:** Conservation Easement and Outreach Technician  
**PRIMARY SERVICE LOCATION:** Grayling, 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 Grayling Field Office. 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; participate 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; participate in other field data collection; and conduct quality control and analysis on state forest road data.

The successful applicant should 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 participate 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 ArcGIS Online, 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, research for grant projects, and conducting quality assurance/quality control and analysis on state road data. Office work location will primarily be in Grayling, but may also include meetings in 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.

## **POSITION DUTIES AND RESPONSIBILITIES:**

Program: Conducting Grant Research

- Projects and deliverables
- 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 for project development and 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

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

Program: Conducting Conservation Easement Monitoring & Uploading Data

- Projects and deliverables
- Work 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 and other projects in Upper Peninsula and northern Lower Peninsula
- Work with appropriate staff to become familiar with and upload current and previously collected data

Program: Conducting QA/QC and Analysis on State Forest Roads Data

- Projects and deliverables
- Gain familiarity with the road inventory review process
- Review road edits and proposals for quality assurance/quality control purposes
- Analyze annual forest road data for overall mileage changes, trends, etc.

Program: Supporting Grayling Forest Management Unit Projects

- Projects and deliverables
- Gain familiarity with the educational and outreach needs of the Unit
- Provide support for educational events and other items as assigned within the Unit

## 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 14-November 15, 2019. Benefits include \$13,732 living stipend, health insurance, \$6,095 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 28, 2018.

**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 Sarah Topp, AmeriCorps Coordinator at (989) 448-2293 x30 or [sarah@huronpines.org](mailto:sarah@huronpines.org).

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