

## DEPARTMENT OF NATURAL RESOURCES, LANSING Huron Pines AmeriCorps Position Description

**POSITION TITLE:** Invasive Species Outreach and Engagement Coordinator  
**PRIMARY SERVICE LOCATION:** Lansing, Michigan  
**RESPONSIBLE TO:** Ryan Wheeler, Invasive Species Biologist

The Department of Natural Resources (DNR), Forest Resources Division, coordinates multiple programs for citizens and communities to engage in the management and protection of forest resources. In partnership with the Huron Pines AmeriCorps program, the DNR is offering an opportunity for a full-time member to serve at the DNR headquarters in Constitution Hall, Lansing. The position will create/deliver education and outreach strategies, organize and track data, and work with partners and the public to support the Invasive Species Program.

The successful applicant should have a natural resources; social sciences; or related background and be comfortable working with a diverse set of partners and the public. 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 (both urban and rural). An ideal candidate will have excellent written and verbal communication skills including development of informational graphics and charts using Microsoft Office programs. Some hands-on experience with engaging partners and volunteers is preferred. Interest in subjects like group facilitation, stakeholder engagement, program development, and strategic planning is desired.

**SCOPE AND PURPOSE OF SERVICE:** The Invasive Species Outreach and Engagement Coordinator will be involved in a diverse set of projects to improve the health and sustainability of urban and rural forests and to enhance quality of life for citizens and communities in Michigan. Experience working with the public, related participatory processes, and conducting scientific surveys is preferred. The member will be involved in developing additional programming to engage partners and stakeholders. The member will be developing and delivering outreach to various stakeholders, partners, and volunteers to enhance invasive species awareness and prevention.

Onsite training will be provided. Most travel will be day travel, but occasional overnight travel may be necessary. A vehicle will be provided for official use.

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

Hemlock Woolly Adelgid Task Force

- Create newsletters and other printed materials in for the state-wide Hemlock Woolly Adelgid Task Force.

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- Learn and utilize “Tools for Engaging Landowners Effectively” strategies to meet Hemlock Woolly Adelgid Task Force objectives.
- Collaborate with partners on Hemlock Woolly Adelgid outreach material development.

## Forest Health

- Develop content for the MI DNR Forest Health website, including information about tree species and common diseases and pests.
- Perform an analysis of responses to public inquiry about forest pests and diseases to detect patterns and trends that can enhance program effectiveness.
- Increase invasive species awareness and forestry messaging at appropriate venues throughout the state.
- Coordinate, develop and host trainings, presentations, workshops and other special events related to the Forest Health program.

## Cooperative Invasive Species Management Areas (CISMA)

- Collect and analyze relevant CISMA data for synthesis into reports and other program communications.
- Contribute to partner engagement through facilitation planning and implementation.
- Work collaboratively with partners and communities to increase involvement in Cooperative Programs.
- Collaborate on delivering the PlayCleanGo outreach brand to collaborative partners state-wide.
- Provide technical assistance to partners and the public related to invasive species prevention.

## 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

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

Huron Pines AmeriCorps is a program of Huron Pines and is supported in part by the Corporation for National and Community Service, Michigan Community Service Commission, Huron Pines and contributions from host sites.

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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.

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