

Huron Pines AmeriCorps

Developing leaders in conservation since 2007



Michigan Forest Biomaterials Institute Huron Pines AmeriCorps Position Description

POSITION TITLE: Program Associate
PRIMARY SERVICE LOCATION: Houghton, Michigan
RESPONSIBLE TO: Mark Rudnicki, Executive Director, MiFBI

The Michigan Forest Biomaterials Institute (MiFBI) seeks to enhance the quality of life for Michigan residents by fostering sustainable, innovative and responsible use of forests and the products they provide. MiFBI was established as a non-profit organization in 2016 and purposefully works with and across industry, government and academia to achieve our mission. We take a holistic, cradle to cradle view of the forest that works across all the parts of the forest bioeconomy – from a healthy forest ecosystem, through to harvesting, manufacturing, marketing and sales, recycling and return to the ecosystem. This is an ambitious vision and basis for action, that we believe constitutes building a viable path to a sustainable future. Therefore, we necessarily educate and inform to foster engagement in the forest bioeconomy throughout Michigan. We are a service organization that, through our programs, facilitates partnerships and collaborations that advance the forest bioeconomy.

This challenging position would suit a person with a can-do attitude, self-motivated with great communication skills (both verbal and written), has an eye for detail, is well organized, has a willingness to learn, professional approach, and is looking for position in an exciting and young organization.

SCOPE AND PURPOSE OF SERVICE: The AmeriCorps member will be based out of a shared office space at Michigan Tech's School of Forest Resources and Environmental Science in Houghton, MI. The member will be supervised directly by the MiFBI Executive Director, but will work with all MiFBI staff, board and volunteers to accomplish tasks. In general, tasks will be associated with supporting existing programs and establishing new programs from the bottom up. This will include developing programming, and delivering knowledge to Michigan communities and other stakeholder groups. Supporting events could entail a variety of meeting logistics. The member must be comfortable working with people, leading workshops, and giving presentations. There could be occasional travel to events that MiFBI hosts around the state. If attending, the member would travel with MiFBI personnel and other travel expenses would be covered by MiFBI. This position is not expected to be physically demanding and carried loads should not exceed 30 lbs.

POSITION DUTIES AND RESPONSIBILITIES:

Program: Wood recycling

- Develop and support wood recycling events

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

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- Develop and deliver digital and physical educational materials that showcase the upcycling possibilities of wood.
- Work with Michigan companies in office furniture, primary and secondary manufacturing to help find wood waste solutions.
- Develop engaging material to use on social media to promote wood recycling in urban and rural communities.

Program: Forest Bioeconomy

- Develop and deliver digital and physical educational materials (brochures, flyers) about the forest bioeconomy
 - How healthy forests are connected to healthy forest markets
 - Raise awareness of various forest stakeholders about the forest bioeconomy
- Develop engaging material to use on social media to promote MiFBI and its mission to facilitate the bioeconomy.
- Support logistics at MiFBI bioeconomy events
- Develop and employ innovative methods to engage key publics

Program: Mass Timber Buildings in Michigan

- Develop and support a mass timber demonstration project/structure in Michigan
- Develop and deliver digital and physical educational materials that increase the public's awareness of CLT (cross laminated timber in Michigan) – including, jobs, environmental and conservation benefits.
- Collaborate to build coalition to support CLT demonstration project
- Work with staff at Hartwick Pines State Park to establish site of demonstration building.
- Develop engaging material to use on social media

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

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QUALIFICATIONS:

Required:

- ✓ Bachelor's Degree in any STEM field, or other with experience with bioeconomy.
- ✓ Computer efficiency (email, word processing, Microsoft Office)
- ✓ Ability to pass a background check*
- ✓ U.S. citizen, national, or lawful permanent resident alien
- ✓ Commitment to conserving the forests, lakes and streams of Michigan

Preferred:

- ✓ Experience with wordpress websites
- ✓ Adept with popular social media platforms

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 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.

*Registered sex offenders are not eligible for AmeriCorps positions.

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