

## Michigan Natural Features Inventory Huron Pines AmeriCorps Position Description

**POSITION TITLE:** Conservation Science Technician  
**PRIMARY SERVICE LOCATION:** Various locations in Michigan; office in Lansing, MI  
**RESPONSIBLE TO:** Rebecca Rogers, MNFI GIS/IT Manager

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 85 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 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 two members 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 should 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 participate in developing new conservation programs including conducting outreach to conservation partners, utilizing volunteers to conduct species surveys, conducting educational programs with children and adults and developing educational materials. Service locations include the office in Lansing and project locations throughout Michigan 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

---

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.

# Huron Pines AmeriCorps

Developing leaders in conservation since 2007



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. Work on holidays and/or weekends also may be required.

## POSITION DUTIES AND RESPONSIBILITIES:

### Program: **Natural Heritage Partnership Program**

- Maintain Michigan's Natural Heritage Database to inform biodiversity conservation by entering survey data and information provided by natural resource professionals and the public.
- Work within a GIS developing an understanding for natural heritage spatial data methodology and heritage database management.
- Coordinate data sharing with other organizations
- Develop and strengthen heritage focused relationships across organizations within Michigan.

### Program: **MNFI Rare Animal, Plant and Community Field Surveys across Michigan**

Survey targets include:

- Rare amphibians and reptiles
- Rare butterflies, moths and other insects
- Grassland birds, wetland birds and forest birds
- Botany surveys
- Ecological surveys
- Invasive plants surveys

### Program: **Environmental Education Services**

- Deliver educational programs on vernal pools, impacts of transportation networks and invasive species on watershed health to participating middle and high school teachers both in the classroom and in the field as we visit vernal pools as part of a "B-Wet" project.
- Develop education and outreach materials/resources 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

---

4241 Old US 27 South, Suite 2, Gaylord, MI 49735 | [huronpines.org/americorps](http://huronpines.org/americorps) | (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.

# Huron Pines AmeriCorps

Developing leaders in conservation since 2007



## 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.

---

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.