



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

Position Description: Conservation Stewardship Coordinator

Location: This position is based in the Huron Pines Office in Gaylord, Michigan, with work taking place across the entire region of the Northeast Lower Peninsula.

Reports To: Associate Director

About Huron Pines:

Huron Pines is a nonprofit organization established in 1973 to protect, restore and conserve Michigan's natural resources. Our work across 4.5 million acres in Northeast Michigan's forests, lakes, streams and coastlines improves economic, environmental, educational and recreational opportunities in communities throughout our region. We know that healthy water, protected places and vibrant communities make this region special. Preserving and protecting those elements is what drives our programming. Our goal is to protect land and water and instill a conservation ethic in the people and places we serve to support sustainable communities rich with protected natural resources.

Through active leadership, exceptional project management and strategic partnerships at the federal, state and local level, Huron Pines influences strategy and vision of conservation in Michigan while also executing on-the-ground projects with immediate impacts on environmental quality.

Position Summary:

The Conservation Stewardship Coordinator will focus on implementing habitat restoration projects in terrestrial ecosystems in Northeast Michigan. Working as part of a team, this position will primarily focus on developing plans and implementing projects on Huron Pines preserve lands, with private landowners, on school forest property and on public lands in order to improve forest health and habitat for wildlife. We are looking for a team member that can help develop annual priorities for wildlife and habitat needs, solve problems, provide strong team leadership skills and work successfully with a diverse set of public and private landowners to implement habitat projects.

This is a position that consists of engaging multiple partners to coordinate projects designed to help restore and enhance the natural systems of Northern Michigan.

POSITION DUTIES AND RESPONSIBILITIES:

Implement Habitat Improvement Projects Identify resource concerns, determine best management practices and develop solutions to restore native habitats and ecosystems. Must be able to balance the goals of partners with improving wildlife habitat and forest health. Work with Huron Pines staff, agency and conservation partners to assess and prioritize and implement habitat projects including:	50%
--	------------



<p>Removal of invasive species Increase early successional habitat Conduct native plantings in a variety of ecosystems Enhance and maintain important grassland and barren openings Implement wetland restoration and erosion control projects</p> <p>Provide leadership in developing holistic project plans, preparing necessary permits and ensuring projects are being implemented according to plan. Provide regular communication and necessary project oversight, support and motivation for internal and external project partners.</p> <p>Work with a variety of partners including landowners, conservation/civic groups, contractors, funders and regulatory authorities to accomplish habitat goals.</p> <p>Assist with the development of grants for habitat for forest management projects and work closely with Huron Pines field crew to ensure implementation is sound.</p> <p>Utilize GIS mapping to support land protection, habitat management, watershed and education programs.</p>	
<p>Preserve Stewardship Manage construction, maintenance and improvement of infrastructure such as, buildings, kiosks, gates, trails, boardwalks, stream crossings, parking areas, facilities management and boundary maintenance.</p> <p>Implement management plans including secure all federal, state, or local permitting necessary to conduct management activities and hiring outside contractors.</p> <p>Responsible for purchasing, inventorying and maintaining Huron Pines stewardship equipment including chainsaw, vehicles and hand tools.</p>	25%
<p>Landowner Assistance Cultivate positive relationships with private landowners.</p> <p>Conduct site visits with landowners and provide resources and technical knowledge to help them manage habitat for a variety of wildlife species in a professional manner. Complete a site visit form, take photographs and develop written recommendations in a timely manner that outline a variety of steps and tools to improve habitat while meeting landowner goals.</p> <p>Work with Huron Pines environmental education program to develop management plans for school forest properties by engaging students, teachers and administrators. Plans should include creative ways of incorporating schools in sound forest management practices, while providing unique place-based education programs.</p>	25%



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

<p>Ability to manage multiple projects, maintain accurate files and records, and make database entries for tracking of all landowner correspondence including, site visits, recommendations and implementation.</p> <p>Responsible for understanding and managing project budgets and providing all necessary reporting to staff, partners and funders.</p>	
---	--

QUALIFICATIONS:

- Bachelor’s degree in forestry, wildlife management, conservation or a related field
- A minimum of two years successfully managing multiple habitat restoration projects
- Ability to work effectively with project management in a team setting
- Excellent verbal and written skills
- Proficient with GPS to find survey markers, photopoints, and other features in the field and proven ability to conduct field inventories
- Evidence of strong relationship skills, including assertiveness, tact and the ability to manage expectation while working with a wide variety of stakeholders
- Demonstrated ability to handle multiple tasks and prioritize workload
- Commitment to the mission and goals of Huron Pines and thorough understanding of the organization’s ability to apply skills for the development and implementation of projects

On occasion this position requires work to be conducted off site, on weekends/evenings and may involve all weather activity. From May-October this position is likely to be in the field 50% of the time. A valid driver’s license is needed and use of a personal vehicle may be required to perform duties. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.

Huron Pines is an at-will employer and this is a full-time, exempt position with benefits provided and a competitive salary based on experience. Detailed conditions of employment and employee benefits are discussed in the Huron Pines Employee Handbook.

Kindly submit your resume and cover letter by April 1, 2019. Interviews with top candidates will be conducted in April 2019. Huron Pines anticipates this position to start in May 2019.

Please send resume and cover letter indicating the position you are applying for, in PDF format via email to:

Jill Scarzo, Program Assistant
jill@huronpines.org