

Huron Pines AmeriCorps

Developing leaders in conservation since 2007



Department of Natural Resources – Lansing Headquarters Huron Pines AmeriCorps Position Description

POSITION TITLE: Invasive Species Analyst
PRIMARY SERVICE LOCATION: Lansing, Michigan
RESPONSIBLE TO: Ryan Wheeler

The Department of Natural Resources (DNR), Forest Resources Division, collaborates with multiple agencies and partners to address invasive species issues that impact 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. This member will assess the risks associated with various invasive species using established processes and criteria, organize and track data, and effectively communicate results. In doing so, this member will gain experience and awareness working with multiple state agencies and a network of Cooperative Invasive Species Management Area partners on issues that have state-wide impact.

The successful applicant should have a natural resource; ecology; research; and/or related background and be comfortable serving 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 serve independently. An ideal candidate will have excellent written communication skills and attention to detail, including development of informational graphics and charts using Microsoft Office or similar programs. Some hands-on experience with writing scientific reports is preferred (includes college coursework). Interest in subjects like risk assessment, structured decision-making, and ecological systems is desired.

SCOPE AND PURPOSE OF SERVICE: The Invasive Species Analyst will be involved in a diverse set of projects to enhance the information used to make decisions about invasive species management in Michigan. Experience reviewing literature and gathering information from a wide range of sources is preferred. The member will be involved in developing additional programming to address information gaps based on needs identified by partners and stakeholder inquiry. The member will be developing and communicating the results of their analyses to various stakeholders, partners, and committees to enhance those groups' ability to make sound management decisions.

On-site 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.

4241 Old US 27 South, Suite 2, Gaylord, MI 49735 | 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



POSITION DUTIES AND RESPONSIBILITIES:

Invasive Species Early Detection and Response

- Assess invasive species using established criteria for evaluating potential to add species to the invasive species watch-list
- Create reports with appropriate references
- Using established criteria, assess the risk of early detections to support structured decision-making on response options

Forest Health

- Evaluate opportunities to address high risk pathways and vectors that contribute to the spread of invasive species
 - Coordinate an effort to inventory the current status of boot brush stations and invasive species signage at trailheads.
- Assess the effectiveness of measures implemented to mitigate high risk pathways

Cooperative Invasive Species Management Areas (CISMA)

- Collect and analyze relevant CISMA data for synthesis into reports
- Develop resources to enhance CISMA partners' ability to incorporate invasive species risk into their structured decision-making

PROGRAM REQUIREMENTS:

- Prepare and submit 2-week schedules, timesheets and mileage reimbursement forms
- Conduct at least 2 formal 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
- Collaborate with or support other service members' events

QUALIFICATIONS:

- ✓ Seeking a 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

4241 Old US 27 South, Suite 2, Gaylord, MI 49735 | 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



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 30-November 27, 2020. Benefits include \$13,992 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 30, 2019.

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.

4241 Old US 27 South, Suite 2, Gaylord, MI 49735 | 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.