

Huron Pines AmeriCorps

Developing leaders in conservation since 2007



Huron Pines Huron Pines AmeriCorps Position Description

POSITION TITLE: GIS and Stormwater Management Technician
PRIMARY SERVICE LOCATION: Gaylord, MI
RESPONSIBLE TO: Samantha Nellis, Watershed Planner

Huron Pines is a nonprofit organization that works to conserve and restore Northern Michigan's natural resources to ensure healthy water, protected places and vibrant communities. We fulfill this mission by building partnerships between the public and private sector, coordinating on-the-ground natural resource restoration projects and helping to enhance the efforts of our conservation partners.

Through the Huron Pines AmeriCorps program, Huron Pines is offering an opportunity for a full-time member who will be responsible for GIS database development, map template design and stormwater mitigation projects. Effectively sharing geographic data with our partners and communities is an important tool for the success of many of our projects. By improving our GIS and mapping tools, this technical position will benefit many Huron Pines programs. Huron Pines Stormwater Program was launched in 2018 and aims to reduce the polluted runoff entering Lake Huron as well as build capacity on our communities to address runoff issues. This position will aid and promote these efforts to help achieve our mission. A successful applicant should be able to manage multiple tasks, have a strong initiative and desire to learn and be able to work independently. Preference will be given to candidates with excellent written communication skills.

SCOPE AND PURPOSE OF SERVICE:

The GIS and Stormwater Management Technician will be responsible for a diverse set of projects that will benefit the natural resources and communities of Northern Michigan. Office tasks will take place at the Huron Pines office in Gaylord, MI. Field tasks will occur on a variety of sites throughout Northern Michigan and will include data and sample collection. The member's time will be split between the development of GIS databases and tools and stormwater runoff projects. Experience using ArcGIS (ESRI) software, ArcGIS Online and GPS is required. Training for stormwater duties will be provided on-site. Experience with water chemistry analysis is preferred. Frequent travel throughout Northern Michigan will be required with the possibility of occasional overnight travel.

POSITION DUTIES AND RESPONSIBILITIES:

Geographic Information Systems (GIS) Data Management

- Review of current GIS data assets and needs
- Design an updated data storage system or geodatabase
- Share system with Huron Pines staff and provide instructions for its organizational use
- Create/design map templates that meet Huron Pines brand standards

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

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- Produce maps for conservation easement and preserve projects that highlight resources, trails, amenities, etc.
- Develop story maps (ESRI) that focus on three program areas: land protection, environmental education and coastal stormwater management.
- Collaborate with consultants and staff on the creation of a GIS model for conservation planning to highlight priority areas.

Stormwater Management Projects

- Develop and complete a Stormwater Assessment for a city within Northern Michigan.
- Complete an ordinance review for two cities with recommendations for improved stormwater or green infrastructure language
- Stormwater monitoring
 - Research quantitative monitoring techniques and associated costs
 - Conduct field monitoring
 - Collaborate with staff to develop qualitative and quantitative monitoring and metrics protocol that includes baseline and post stormwater BMP implementation
- Research stormwater solutions
 - Interview other green infrastructure practitioners to learn about design, maintenance and successful monitoring efforts.
 - Provide written report on solutions

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 (required), Bachelor’s Degree (preferred)
- ✓ 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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Preferred Qualifications

- Proficiency in Geographic Information Systems (required)
- Experience with database management (preferred)
- Excellent written and verbal communication skills

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.

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