

Huron Pines AmeriCorps

Developing leaders in conservation since 2007



Keweenaw Land Trust Huron Pines AmeriCorps Position Description

POSITION TITLE: Stewardship and Outreach Programs Developer
PRIMARY SERVICE LOCATION: Hancock, MI (Upper Peninsula of MI)
RESPONSIBLE TO: Jill Fisher, Botanist and KLT Program Manager

The Keweenaw Land Trust (KLT, <http://keweenawlandtrust.org/>) is a non-profit land and water conservation organization serving the western Upper Peninsula of Michigan. Since its inception in 1996, KLT has protected 4020 acres in conservation easements and owns 3000+ acres in 19 nature areas that are open for public low-impact use. These lands require stewardship that provides ample opportunities for community volunteer involvement, and offer a great context for public outreach and education. This position will offer experience in a wide range of KLT mission activities involved in land conservation and stewardship, as well as environmental education and outreach.

The Keweenaw Land Trust welcomes a full-time Huron Pines AmeriCorps member and their infusion of ideas and energy, and we look forward to providing guidance and education to the AmeriCorps member. We seek a highly motivated, responsible individual who is eager to collaborate with KLT's many partners to develop effective stewardship projects and bring high quality environmental education and outreach programming to the rural western Upper Peninsula. The addition of the AmeriCorps member will allow this organization to improve its services to the local community and amplify its level of stewardship for the many acres that are its charge.

SCOPE AND PURPOSE OF SERVICE: The Stewardship and Outreach Programs Developer (SOPD) will be responsible for supporting new and existing environmental educational programming and stewardship service projects in the greater Keweenaw Area of the Upper Peninsula of Michigan. The SOPD will plan and implement environmental stewardship projects, coordinate and improve KLT's volunteer base, and provide natural resources and conservation opportunities for teachers as well as local youth and adult civic groups. Stewardship efforts may include habitat restoration; invasive species management; native plant propagation, aspects of conservation land acquisition and easement monitoring. The AmeriCorps member must be flexible and able to adapt to the needs of KLT which can change quickly due to opportunities that arise and the varied targeted audiences and volunteers.

Some experience working with volunteer groups, knowledge of Great Lakes natural history and/or conservation biology is preferred but not required; on-site training will be provided. Service locations include the KLT office, schools, various public venues and the many KLT nature areas and conservation easement sites. This position requires a 10-month commitment and is part of the Huron Pines AmeriCorps program. The program offers opportunities to develop much needed stewardship activities and creative education

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approaches to better conserve natural resources and for a strong but small land trust. This position does require some travel and field-based activities requiring physical labor. Applicants should be prepared to, on occasion, traverse and carry supplies and equipment (10-35lbs) over uneven ground and in variable weather conditions in the field.

POSITION DUTIES AND RESPONSIBILITIES:

Stewardship Education/Partnership Support

- Coordinate with educators and community partners to develop place-based stewardship education projects, with an emphasis on conservation issues
- Develop and facilitate relevant field and school visits for students, teachers, and community members that support partnership efforts

Community Stewardship Education/Outreach

- Design handouts, brochures, flyers, videos, etc. to disseminate in print and electronically
- Utilize relevant online resources and social media
- Promote stewardship efforts with print, TV, radio, and electronic press
- Plan and participate in community outreach events that connect to the partners' efforts
- Write articles for newspaper, partners email lists and newsletters
- Develop volunteer programs

Stewardship Activities/Projects

- Organize and run volunteer stewardship days
- Provide support for new and ongoing native plant shoreline restoration project, native plant nursery and management plan for beaver habitat
- Actively participate in staff meetings and add input to prioritization of and suggest stewardship projects

Land Conservation

- Monitor conservation easements and write documentary reports
- Provide leg work and gather background information needed to support new land conservation projects

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

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- 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
- ✓ Excellent verbal and written and communication skills
- ✓ Computer proficiency (typing, email, word processing, spreadsheets, social media)
- ✓ Ability to pass a background check*
- ✓ U.S. citizen, national, or lawful permanent resident alien
- ✓ Commitment to conserving the forests, lakes and streams of Western UP Michigan

Preferred Qualifications:

- ✓ Bachelor's Degree in natural sciences and management, environmental education or related field
- ✓ Ability to plan, organize and implement educational projects and volunteer work days
- ✓ Strong interest in educational and youth development programming through natural resources
- ✓ GIS experience not necessary but desirable

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/ameriCorps 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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