Position: Stewardship Technician Lead  
Location: Gaylord, Michigan  
Responsible To: Stewardship Team Lead

Scope and Purpose of Work: The Stewardship Technician Lead will participate in and guide the Stewardship Technicians in implementing a variety of habitat restoration projects across aquatic and terrestrial ecosystems in Northeast Michigan. The Stewardship Technician Lead will be completing tasks as a part of the Huron Invasive Species Network (HISN), a collaboration of local, state, and federal partners working together to address invasive species concerns. We are looking for a motivated individual with a positive attitude that will be a strong team leader, has the ability to complete tasks without direct supervision, help problem solve, provide quality control of technician activities, and maintain a high level of on-site customer service.

About Huron Pines: Huron Pines is a nonprofit organization established in 1973. Our mission is to enhance and conserve Northern Michigan’s natural resources to ensure healthy water, protected places, and vibrant communities. Our work across Northeast Michigan’s forests, lakes and streams improve economic, environmental, educational and recreational opportunities in communities throughout the region. Through active leadership and strategic partnerships Huron Pines influences strategy and vision for the future of conservation in Michigan while also executing on-the-ground projects with immediate impacts on environmental quality.

Position Duties/Responsibilities May Include:
- Approximately 70% field work, 20% office work, 10% education/outreach
- Collaborate with staff, AmeriCorps members, partners, volunteers and landowners to manage invasive species through chemical and physical removal techniques and comprehensive vegetative inventories.
- Ensure the team is maintaining the highest level of professionalism in the field, are acting ethically and responsibly and serving as representatives of Huron Pines’ mission and values.
- Provide daily oversight of Stewardship Technicians. Make decisions that are in the best interest of Huron Pines and the completion of the project, ensure they are adequately prepared for field conditions and completing tasks in a timely manner.
- Review Stewardship Technician reports to ensure they are complete and meet Huron Pines expectations before submitting to the supervisor. This may additionally include assisting in writing partner reports, creating and submitting documents to comply with permitting requirements, and compiling data.
- Maintain a high level of communication with the Stewardship Team Lead which may include communicating ideas, issues, Stewardship Technician concerns, interests in other activities, scheduling changes and EDRR needs in a timely manner and without conflict.
- Responsible for keeping track of, maintaining and ordering supplies/equipment (with supervisor approval), and keep vehicles, equipment and office spaces clean and functional. Equipment may include power tools, hand tools, motor vehicles, watercraft, trailers, and off road vehicles.
- Assist the supervisor in scheduling on the ground projects and maintaining the Stewardship Technician’s schedule, pre-approve Stewardship Technician’s timesheets and time off requests before submitting to supervisor and ensure team is leaving and arriving at the office on time.
- Assist with landowner coordination which may include sorting out landowner responses from mailed surveys, calling landowners and scheduling treatments/site visits, following the landowner communication process, answering landowner questions, and creating and sending cost estimates.
- Implement wildlife habitat improvement projects and assist other Project Managers as needed in other project areas such as education and outreach, water resources, and land protection.
- Accompany Stewardship Technicians on all special projects such as at Camp Grayling Joint Maneuver Training Center and on Big Charity Island (part of the USFWS National Islands Refuge System).
Assist in the implementation of outreach which may include creating outreach material, using HISN’s social media account, and presenting educational material.

**Required Qualifications:**
- Relevant Associate’s or Bachelor’s degree from an accredited college or university or an equivalent combination of education and experience
- A minimum of one year’s experience completing natural resource management projects showcasing a leadership position
- Experience in using GPS, reading maps, and using Microsoft Office and Google Suite
- Ability to have an adaptable schedule to work around changing weather conditions
- Must maintain a valid driver’s license
- Ability to lead a team without direct supervision
- Commitment to the mission and goals of Huron Pines and a passion for Michigan’s natural resources
- Experience in using GPS, reading maps, and using Microsoft Office and Google Suite
- Ability to obtain the Michigan Commercial Pesticide Applicator Certificate, including categories 5 and 6
- Must be able to work efficiently outdoors in varying weather conditions and terrain and have the ability to carry a backpack sprayer weighing 16+ pounds
- Ability to conduct oneself in an office setting, being respectful of other staff, dressing appropriately, and following all employee guidelines
- Ability to balance field and office work in a manner that does not take away from the quality of either
- Ability to pass a background and/or security check

**Preferred Qualifications:**
- Ability to identify native and invasive plant species common to the state of Michigan
- Experience with herbicides, including safety, proper storage, mixing, and application
- Experience with GIS mapping
- Excellent verbal and written skills
- Have experience in operating watercraft, off-road vehicles, and driving pickup trucks while towing loaded trailers
- Demonstrated ability to handle multiple tasks, prioritize workload and respond with flexibility to changing project needs
- Ability to keep up team morale

Huron Pines is an equal opportunity employer. This is an at-will, seasonal, non-exempt position. Huron Pines plans on filling **one position** with this announcement. Anticipated employment dates are April 22, 2020–October 22, 2020. This position pays **$16.00/hr.** and the work week is generally Monday through Thursday, 10 hours a day, with occasional weekend and Friday work required. Employee will receive **four paid federal holidays** (Memorial Day, Independence Day, Labor Day, Columbus Day) and **24 hours of paid leave.** Employee will use the organization’s vehicles for work tasks but if needed will be reimbursed for use of personal vehicle. This position will require frequent travel and overnight camping. Based on a positive review at the completion of the work season, there is the opportunity for a **$800 quality incentive award.** By applying for this position, you are certifying that all of the statements made in this application are true, correct, and complete to the best of your knowledge.

**How to Apply:**
Send a one page cover letter, your resume and three references to: shelby@huronpines.org with the subject line ‘Stewardship Technician Lead Application’. If your application is chosen for further review, you may be asked to fill out an additional online questionnaire prior to receiving an interview. Please feel free to email the above address or call 989-448-2293 ext. 13 with any questions pertaining to this posting. This rolling application will be open until the positions are filled.