

Kalkaska Conservation District Huron Pines AmeriCorps Position Description

POSITION TITLE: Community Engagement Specialist
PRIMARY SERVICE LOCATION: Kalkaska, Michigan
RESPONSIBLE TO: Mark Randolph, District Manager

The Kalkaska Conservation District benefits public and private landowners by supporting the management of land in ways that improve resource value and water quality. To accomplish this, we engage with units of government, schools, businesses and individuals to promote tree planting and other conservation practices within the three watersheds of Kalkaska county.

Through the Huron Pines AmeriCorps program, the Kalkaska Conservation District is offering a full-time, 10 month position to help us reach area schools, government leaders, and large landowners, to develop replicable programs that assess and meet the conservation needs of local populations. The district contains a small office with two full-time employees. The Huron Pines AmeriCorps member will be an integral part of our operations, expanding outreach to important segments of the community. This position will best suit a candidate with strong written and verbal communication skills, the ability to prioritize competing tasks, capable of organizing internal files as well as managing public events.

SCOPE AND PURPOSE OF SERVICE:

The Community Engagement Specialist will meet with school personnel (teachers and administration) to assess and develop an educational field day in the fall of 2021, which will tour a small number of ecologically significant sites. This same tour will be repeated for other groups, including county and township officials. Other projects will include promoting and fine-tuning a conservation equipment loan program for large acre landowners, assisting with various projects, supporting marketing and outreach for district activities, and working with partner organizations on conservation projects.

POSITION DUTIES AND RESPONSIBILITIES:

Conservation Tour

- Assess educational outcomes needed for local school districts
- Engage with appropriate grade level teachers (5th grade most likely)
- Design a tour and schedule presenters/landowners
- Arrange tour transportation
- Hold tour in fall of 2021, with assistance from site and volunteers
- Duplicate tour for county and township leaders

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Conservation Equipment loan program

- Create system for promoting tree planter program
- Develop effective equipment inventory tracking (only two pieces of equipment at this time)
- Identify conservation equipment needs of landowners and expand program as appropriate

Conservation Seed Planting Program

- Promote annual tree seedling planting cost-share program
- Order and package seedlings for tree seedling planting cost-share program

KEEN (Kalkaska Environmental Education Network)

- Meet with regional environmental education organizations
- Co-promote District and other organizations' events
- Assist with organizing, setting up, and tearing down events and field days

Farmer to Community

- Meet with school staff to identify potential school sponsors
- Network with area food producers to create local food order list
- Educate students on food system sustainability, while touring participating farms

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
- Represent yourself as a Huron Pines AmeriCorps member at all times
- Attend required trainings provided by the AmeriCorps Coordinator

QUALIFICATIONS:

- ✓ Bachelor's 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

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

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.

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28-December 3, 2021. Benefits include \$14,279 living stipend, health insurance, \$6,195 education award and student loan deferment.

Applications and directions are available at www.huronpines.org/amicorps and will be accepted until October 12, 2020.

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 Amanda Vanaman, AmeriCorps Program Manager at (989) 448-2293 x30 or amanda@huronpines.org.

*Registered sex offenders are not eligible for AmeriCorps positions.

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