



U.S. Fish and Wildlife Service–East Lansing Huron Pines AmeriCorps Position Description

POSITION TITLE: Imperiled Species Education and Outreach Program Coordinator
PRIMARY SERVICE LOCATION: East Lansing, Michigan
RESPONSIBLE TO: Jessica Pruden, Fish and Wildlife Biologist
Carrie Tansy, Threatened and Endangered Species Coordinator

The U.S. Fish and Wildlife Service (USFWS) works with others to conserve, protect, and enhance fish, wildlife, plants, and their habitats for the continuing benefit of the American people.

In partnership with the Huron Pines AmeriCorps program, the USFWS is offering an opportunity for two full-time members to serve a 10 month commitment at the Michigan Field Office in East Lansing. The position will continue to develop and implement education and outreach programs focused on endangered species and conservation career awareness targeted to grade and/or middle school students in the Lansing, Michigan area.

A large portion of the project will be interacting with local teachers and schools to develop and implement an in-school program that meets the needs of students and teachers, while also hitting key conservation and career awareness messages. A portion of the members' time will be spent implementing the Mussel Outreach Program (MOP), developed by a previous AmeriCorps member. Ideally after the program is fully developed, the members would pilot the new Grand River Conservation & Careers program with at least one (or a few) local schools during their AmeriCorps term. Although facing water quality issues, the Grand River is home to the best remaining populations of the endangered snuffbox mussel (among many other imperiled species). This program provides an opportunity for raising awareness of conservation-related careers and therefore may serve as a model for how natural resource agencies can better help ensure that future conservation professionals reflect the diversity of the entire U.S. population.

In addition to the newly developed in-school MOP program, the members would also assist periodically with other educational school programs and outreach efforts. The Huron Pines AmeriCorps members will develop outreach materials concerning Michigan's endangered species that highlights the economic and ecosystem services that they provide. Outreach materials (e.g., brochures, fact sheets, videos, social media posts, etc.) are needed that help people understand all the different ways species conservation matters. The member will reach out to other organizations, such as local zoos or conservation organizations, to increase awareness of endangered species and conservation careers.

The Huron Pines AmeriCorps members will also coordinate a volunteer event. In order to help raise awareness of the significance of the Grand River, working in cooperation with local parks departments or land

Huron Pines AmeriCorps

Developing leaders in conservation since 2007



conservancies, the members will design and lead a volunteer event adjacent to the Grand River or its main tributaries.

The successful applicant will have an education instruction background and strong interests in natural resource conservation. The member should be able to prioritize and manage multiple projects simultaneously and have the ability to serve independently. The member may be required to complete tasks alone in the field (both urban and rural) in a variety of adverse weather and terrain conditions. Preference will be given to candidates with excellent written and verbal communication skills. Hands-on experience with developing educational programs for schools and engaging partners is preferred.

SCOPE AND PURPOSE OF SERVICE:

The Imperiled Species Education and Outreach Program Coordinator will work with local teachers to continue to design and implement an education and outreach program focused on endangered species and conservation career awareness, targeted to elementary/middle school students in the Lansing, MI area. In addition to developing a new in-school program, the members would also periodically present other educational or outreach programs. They will develop outreach materials concerning Michigan's endangered species that highlight the economic benefits and ecosystem services these species provide. Some experience working with the students and the public is preferred. On-site training will be provided. Service locations include the Lansing area as well as travel statewide. Most travel will be day travel but overnight or weekend travel may be necessary. While most of the work will be done in an office or a public school setting, field work may involve walking over uneven terrain, wading in streams or rivers, and working outdoors (e.g., potential for inclement weather and biting insects).

POSITION DUTIES AND RESPONSIBILITIES:

(1) Implement the Mussel Outreach Program

- Unite with local teachers to implement an in-school educational program that highlights the importance of the Grand River for imperiled species conservation and raises awareness of conservation careers.
- Pilot the new program with at least one school
- Present other educational and outreach programs both virtually and in person

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



(2) Improve endangered species outreach materials.

- Develop improved outreach messages for key endangered and threatened species that speak to broader audiences than just those with an interest in wildlife (e.g., value of bats eating crop pest insects).
- Complete several new outreach tools (fact sheets, short videos, and potentially social media materials) that could be used to convey this important information.

(3) Coordinate Grand River Volunteer Event(s)

- Coordinate 1 to 3 volunteer events with local parks departments or other agencies/NGOs (e.g., water testing, river clean-up, etc.) to help raise awareness of the Grand River.
- As part of the event provide educational sessions concerning the species-richness of the Grand River and its significance for imperiled species conservation.

(4) Participate in imperiled species habitat improvement projects or surveys

- Assist conservation partners on their imperiled wildlife and plant survey efforts (e.g., imperiled butterflies and other pollinators, piping plover, collecting water samples for e-DNA surveys).
- Engage with conservation partners on endangered species habitat improvement projects (e.g., controlling invasive plants, improving nesting habitat for piping plovers, collecting native plant seeds, etc.)

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

QUALIFICATIONS:

- ✓ Bachelor’s Degree
- ✓ Valid Driver’s License
- ✓ 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 Michigan’s imperiled species through educational and outreach efforts

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, 10 month position and runs from January 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.

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.