

Charlevoix, Antrim, Kalkaska and Emmet Cooperative Invasive Species Management Area (CAKE-CISMA)

Program Coordinator Position

Position: Full time (40 hours/week) grant funded position through March 30, 2019, with continued funding expected.

Compensation: \$16-21/hour commensurate on experience.

Closing Date: 10/16/2018

Work Location: Based in Bellaire, MI, Antrim Conservation District. Field work throughout the four county region of Charlevoix, Antrim, Kalkaska and Emmet Counties.

Overview:

The CAKE-CISMA is an active coalition of organizations and agencies working to efficiently and effectively manage the threat of invasive species in a 4-county region in NW Michigan. The Program Coordinator will be in a leadership position, coordinating a 9 member steering committee, managing a strike team, and providing oversight and support for all CISMA projects. The Coordinator will be responsible for expanding partnerships throughout the region and ensuring all projects are successfully implemented. An ability to learn, lead, and work independently is necessary.

Position Roles:

- Administer all grants received for the work of the CISMA and work closely with the grant fiduciary in managing budgets and providing timely reporting to the grantors and the CAKE-CISMA steering committee.
- Expand a public/private partnership covering the 4-county area to work on invasive species issues, including identification of high-priority species and efforts. The expanded partnership will include watershed councils, lake associations, MI Department of Natural Resources, US Forest Service, Road Commissions, Conservation Districts, County, Tribal and Township governments, and all other interested parties.
- Execute a cost share program for treatment of invasive species. Data management, including coordinating GPS data collection, validation, storage and transfer of observations inventory to Midwest Invasive Species Identification Network and granting agencies. Ensure invasive species treatment is conducted according to best management practices, following the MDNR and MISIN best practices for data collection, and MDARD requirements for CAKE-CISMA's cost share program.
- Work with CAKE partners to develop a volunteer base to manage and track invasive species in the area, to ensure volunteers are properly trained in identification, inventory, reporting, safety and treatment protocol in invasive species management.
- Network with other CISMAs, cooperatives, and organizations to increase knowledge, skills and abilities in working with partners and promoting invasive species management.

- Coordinate with the Steering Committee and CISMA partners to provide effective outreach and education programs for landowners and other stakeholders in the four county region. Present CISMA information to individuals and groups.
- The Coordinator will be responsible for the successful implementation of grants and initiatives of the CISMA with assistance from partners, other CISMAs, Michigan Invasive Species Coalition (MISC), etc. as needed.
- Manage bids, contracts, and permits.
- Identify and take a lead role in writing grants for future funding to combat the threat of invasive species to the region.
- Hire and manage seasonal work crew.

Personal Competencies:

- Experience with invasive species policies, management, and planning across multiple government agencies and interest groups.
- Proficiency in software programs needed to develop outreach and educational materials, routine reports for grants and steering committee, social media and communication with partners.
- Knowledge of Great Lakes flora, fauna and comfort both in the field and in an office setting.
- Familiarity with administration of state, federal, and community grants, and permitting.
- Exercise independent judgement, discretion, and decision making on behalf of the CISMA
- Excellent communication, organizational and coordination skills. Must be a self-starter and be able to work independently.

Education and Experience:

- A bachelor's degree in a related field
- Proficiency in GPS/GIS for inventory, reporting and treatment of invasive species.
- A minimum of 3 years' experience in conservation, non-profit management, volunteer coordination, or similar setting.

To apply send cover letter and resume with references to the Antrim Conservation District, 4820 Stover Road, Bellaire, MI 49615 or to wendy.warren@macd.org before 5:00 pm, October 16th, 2018