



Help Wanted - Outreach Coordinator

Mason-Lake Conservation District and the North Country Cooperative Invasive Species Management Area (NCCISMA) are looking for an Outreach Coordinator to help promote invasive species management in a six county area of Michigan, including Lake, Mason, Mecosta, Missaukee, Osceola, and Wexford.

Duties and Responsibilities:

- Administer outreach program at high schools in the region, including presentations, walking tours, and training to report invasives using smartphone app.
- Plan and attend large outreach events at highway rest areas on busy travel weekends
- Plan and attend outdoor outreach events at campgrounds, ORV trailheads, and boat launches
- Attend a variety of fairs and community outreach events to promote NCCISMA and invasive species awareness
- Develop or adopt outreach publications, such as signs, posters, brochures, and activity sheets, for a variety of audiences and age groups
- Update and maintain NCCISMA webpage, e-newsletter, and social media
- Write and distribute press releases to highlight NCCISMA accomplishments and promote upcoming events
- Assist with planning of annual NCCISMA half-day community outreach events
- Assist NCCISMA and the Conservation District with book keeping and contract management

Eligibility Requirements:

- Bachelor's degree or equivalent experience in Public Relations, Marketing, Communication, or a related field. Alternatively, a Bachelor's degree in environmental science with strong evidence of outreach and marketing skills and experience
- Knowledge in invasive species science is a plus. Must be willing and able to learn to identify invasive species, the problems associated with them, and methods for managing them
- Must hold a valid driver's license, have a good driving record, and a reliable vehicle
- Must be proficient in the use of Microsoft Office Suite programs
- Familiarity with print publication formatting preferred
- Strong written and verbal skills needed, including phone communication,
- Strong English grammar skills are a necessity
- Must be an enthusiastic, self-starter and show initiative to take ownership of projects
- Must be reliable, and have history of a strong work ethic

Terms and Benefits:

- Pay Rate: \$15 - \$16 per hour
- This is a full-time position - 40 hours per week
- Duty location may be Scottville or Cadillac; please specify duty location preference on your cover letter. Weekly travel from duty location to the alternative office one or two days per week will be required

- This is a grant funded position, with current funding in-place through Dec. 31, 2019. NCCISMA intends this to be a long-term position, and will be pursuing funding to this effect
- Use of personal vehicle is required for most business travel, with mileage reimbursed at the federal rate
- Paid federal holidays, vacation, and sick leave
- No health insurance or retirement benefits included

Other Considerations:

- Should be comfortable speaking to the public, including all age groups and demographics
- Successful candidate will be required to pass a federal background check
- Work is generally during normal business hours, but employee must be able to work flexible hours on evenings and weekends as needed to attend events
- Use of personal smartphone or computer may be required

To apply:

Submit a cover letter, resume, transcripts, and 3 references to Vicki Sawicki, NCCISMA Program Coordinator at vicki.sawicki@macd.org. Please contact NCCISMA with any questions by email at vicki.sawicki@macd.org or phone at 231-429-5072

**Please submit your application materials not later than
5:00 p.m. on Friday, February 28, 2018**

*This project is funded in part by the Great Lakes Restoration Initiative
through the Environmental Protection Agency*

*North Country Cooperative Invasive Species Management Area (NCCISMA) and its fiduciary, Mason-Lake
Conservation District, are Equal Opportunity Employers*