The Ottawa Conservation District is seeking a West Michigan Cooperative Invasive Species Management Area (WMCISMA) Coordinator to work out of the Ottawa Conservation District. This position will carry out work for the CISMA funded by various grants.

**Date:** March 1, 2021  
**Title:** WMCISMA Coordinator  
**Number of Positions:** 1  
**Location:** Based in Grand Haven at the Ottawa Conservation District. Assignments performed throughout the WM CISMA, primarily in Allegan, Mason, Muskegon, Oceana, and Ottawa Counties.  
**Position Details:** This is a grant funded and benefited position. Anticipated time commitment is 40 hours per week, but hours can vary due to workload and weather conditions.  
**Start Date:** April 2021  
**Compensation:** $22-$26/hour based off experience  
**Closing Date:** March 15th, 2021

**Position Description:**  
The WMCISMA is hiring a West Michigan CISMA Coordinator to work out of the Ottawa Conservation District office, with routine travel throughout the service area. The successful candidate will work under the direction of the Executive Director to ensure the successful execution of various projects to address invasive plants and forest pests within the region.

The WMCISMA Coordinator is responsible for the various grant projects that are held by the WMCISMA. These grants include funding for both invasive plants and hemlock woolly adelgid. The WMCISMA Coordinator will manage staff members who carry out survey and treatments in the field and be responsible for oversight of all aspects of field work. In addition to field work, grant management and reporting will be a primary focus for this position. Individuals will be required to obtain a Michigan Commercial Pesticide Applicator Certification in Categories 2, 3B, 5, and 6 upon hire.

We are seeking a self-directed, responsible, and highly motivated individuals who can work independently with little on-site supervision. Individual with the ability to communicate effectively with co-workers and the public, strong organizational and computer skills, and a background or interest in natural resources management or a related field are preferred.

While working in the field, the WMCISMA Coordinator will be subject to inclement weather such as rain, snow, and extreme heat and cold while doing physical work such as hiking for extended periods on uneven terrain while carrying up to 50 lbs of equipment. This requires the employee to have sufficient strength to stay on their feet for up to 10 hours a day, walk up and down dunes, navigate through brush, and lift and carry supplies weighing up to 50 lbs with little to no mechanical or other assistance.

For more information on the various tasks and responsibilities of this position, see the WMCISMA Coordinator Position Summary.
Desired Qualifications:

- Bachelor’s degree in Natural Resource Management or related field; and/or at least 3 year of experience in invasive species control or land management
- Preferred possession of Michigan Pesticide Applicator’s Certification (categories 2, 3B, 5, and 6)
- Ability to recognize and properly identify invasive species, both invasive plants and forest pests
- Experience management field crew for the management of invasive species
- Grant writing, management, and budgeting experience
- Knowledge of invasive species control techniques
- Experience in various invasive species control methods
- Proficient in Microsoft Office suite (Word, PowerPoint, Publisher, Excel)
- Experience with data entry and management
- Must have valid driver’s license
- Must be detail oriented
- Be able to collaborate well with others
- Experience working in various field conditions

To Apply:
Send cover letter, resume, and references as a single PDF to ottawacd@macd.org with “WMCISMA Coordinator” in the subject line. Application deadline: March 15th, 2021 at 5:00 P.M. EST.

If you have any questions, please call Megan Boos at (616) 842-5852 x5.