Ottawa Conservation District
Position Description: West Michigan CISMA Coordinator

POSITION SUMMARY
The Ottawa Conservation District is seeking to fill the position of the West Michigan Cooperative Invasive Species Management Area (WMCISMA) Coordinator. This position will carry out work of the WMCISMA and ensure success for the organization moving forward.

RESPONSIBILITIES AND DUTIES
Coordinating and implementing activities as defined under the various grants awarded to the WMCISMA to include the United States Forest Service (USFS), Great Lake Restoration Initiative (GLRI), and the Michigan Invasive Species Grant Program (MISGP) under the guidance of the Ottawa Conservation District Executive Director and the West Michigan Conservation Network (WMCN) Steering Committee.

Invasive Species Infestation Management and Oversight of Strike Team
General Summary: Working independently or with a strike team (depending on funding availability) to complete surveying and treatment deliverables
Individual Tasks:
- Working with the Executive Director and Steering Committee to establish a system of prioritizing and coordinating the survey and treatment of the high priority species as outlined in the WMCISMA Strategic Plan
- Coordinating, scheduling, and securing permission from landowners for the treatment of invasive species on their properties
- Maintain partner communications and updates on relevant projects and grants
- Complete all financial and data reporting for all grants and projects
- Training and management of strike teams to carry out survey and treatment work in accordance with grant deliverables and Michigan law
- Making work plans for strike teams and overseeing their performance
- Working with crews to ensure the proper data/documentation accuracy and maintain all data records as outlined by Michigan Law

Hemlock Woolly Adelgid Management and Oversight of Forest Pest Technicians
General Summary: Oversight of the HWA crew and participation in state response activities
Individual Tasks:
- Working with the Executive Director and Steering Committee to establish a system of prioritizing and coordinating the survey and treatment of the high priority species as outlined in the WMCISMA Strategic Plan
- Coordinating, scheduling, and securing permission from landowners for the treatment of invasive species on their properties
- Maintain partner communications and updates on relevant projects and grants
• Training technicians to carry out survey and treatment work in accordance with the grants deliverables and Michigan Law
• Making work plans for strike teams and overseeing their performance
• Working with crews to ensure the proper data/documentation and maintain all data records as outlined by Michigan Law
• Serve on the various HWA Sub-Groups to ensure the work of the WMCISMA supports the overall goals of the State of Michigan HWA Coordinating Committee
• Maintain all treatment equipment and constantly be working with field crews and parts to pursue treatment advancement in treatment methods.

Data Management of Early Detection, Rapid Response and Strategic Eradication Programs

General Summary: The CISMA has a large amount of data coming in from field surveys and treatment reports. The WM CISMA Coordinator is responsible for tracking this data and keeping it organized so it can be used for future purposes.

Individual Tasks:
• Collecting all data from all field crews and compiling it for reporting and planning future field work
• Ensuring all data is collected to comply with Michigan law

Support for Grant Administration and Compliance

General Summary: Working with the Executive Director and granting agencies for the various grants to ensure grant work is carried out in compliance with grant handbooks. This involves being familiar with grant guidelines, communicating with the public about the grant, tracking and managing the finances, and completing grant deliverables.

Individual Tasks:
• Communicating with granting agencies to ensure compliance with grant guidelines
• Maintaining consistent, transparent, and open communications with the Executive Director and West Michigan Conservation Network regarding all WMCISMA matters
• Overseeing the work of the various grant to make sure it is completed within the appropriate timeframes
• Tracking and maintaining appropriate documentation for all WMCISMA expenses
• Sorting out expenses and making sure items are properly classified and charged to the correct grant or expense line item
• Tracking what money is left for each category to ensure we do not exceed the budget in any category
• Keeping proper records/documentation and submitting them to the Executive Director on-time for reporting

Support with Writing and Submitting Grant Reporting

General Summary: Writing grant reports for the various grants to comply with grant requirements. This involves tracking of records and paperwork and submitting on the work that the CISMA is doing for these grants.

Individual Tasks:
• Collecting documentation from all partners to submit in grant reports
• Ensuring we are aware of reporting dates and getting reports turned in on time
• Submitting appropriate reports and information to the Executive Director on-time for grant reporting

Steering Committee Development and Communication

Position Description: WMCISMA Coordinator

February 2021
**General Summary:** The CISMA Coordinator is responsible for assisting the Steering Committee Chairman plan and run CISMA meetings

**Individual Tasks:**
- Scheduling meetings with partners
- Maintaining communication about meetings and other CISMA business with all partners via emails, phone calls, and/or newsletters
- Preparing agendas for the meetings to cover necessary topics
- Ensuring all partners are kept updated and informed and providing partners an opportunity to provide input/feedback

**Day to Day Operations of the CISMA**

**General Summary:** Carrying out the day-to-day activities of the CISMA.

**Individual Tasks:**
- Answering phone calls from the public
- Responding to emails from the public and CISMA partners
- Representing the CISMA at conferences and meetings
- Updating WMCISMA webpage/Facebook with Invasive Species Information
- Maintain communications with grantors via phone, email, committee, or in person
- Oversee vehicle, tools, shed, and equipment maintenance
- Track and maintain database of grant expenses and grant activities for reporting purposes
- Oversight of field staff for both hemlock woolly adelgid (HWA) and invasive plants
- Giving presentations at meeting and other various events and participate in the various groups that the WMCISMA is active with
- Ensuring staff is representing the CISMA appropriately
- Write and develop grants and budgets to ensure the future success of the WMCISMA
- Using data to making decisions on future grants and the needs of the WMCISMA

**OTHER FUNCTIONS:**
- Assists office and Conservation District programs such as annual meeting, newsletter, walk-in customers, answering telephones, general office upkeep and other duties as assigned by the Ottawa Conservation District Executive Director or Board of Directors.
- Employee will assist with and promote, through public relations, District events as requested by the District Directors and Executive Director.
- Assist in the preparation of District records, reports, and annual & long-range work plans.
- Prepare and provide presentations to groups invasive species conservation topics as requested.
- Prepare news articles of local interest and about general conservation subjects including notices of upcoming events, demonstrations, and workshops.

**Working Conditions**
Employee must be able to work both in a team/office setting. While conducting functions of this job, employee will also be working outdoors where there is possible exposure to mold, dust, dirt, inclement weather, insect vectors, and disease pathogens. Employee will be required to work independently in locations where people may or may not be present. Must have sufficient visual acuity to identify spills and other potential hazards in the workplace. The WMCISMA will work around pesticides and the employee runs the risk of exposure to such chemicals. Employee must have the ability to wear all required safety clothing and equipment.