

# Muskegon Conservation District

## Job Posting: Project Manager



### Position Summary

The Muskegon Conservation District (MCD) is seeking to hire a full-time (40 hours per week) Project Manager. This position is housed at the Muskegon Conservation District office. The focus of this job is to seek out grant funding which benefits Muskegon County's natural resources and implement the projects to completion.

### Responsibilities and Duties

- Writing grants to obtain funding for current and future District programs which benefit natural resources
- Manage awarded grants and contractual work to ensure the completion of tasks identified in grant contracts
- Track and manage project budget and finances
- Ensure that the District adheres to the provisions of grant agreements and contracts while also obeying laws covering Conservation Districts.
- Supervise District staff associated with specific grants and/or contractual projects
- Lead and assist with field work associated with projects that will be hands on, outside labor several days in a row
- Create project completion reports and presentations
- Assist local agencies, municipalities, organizations, and individuals with conservation programming

### Education, Knowledge, and Experience

- Bachelor's Degree in natural resources / agriculture
- Must have at least two years of experience in a management role
- Excellent organizational, management, public presentation, and written communication skills
- Ability to work independently, or effectively with groups and individuals (including those with different philosophies, educational backgrounds, and/or economic status)
- Appreciation for and commitment to conservation of natural resources
- Field work will require lifting and carrying up to 50 lbs. throughout the day
- Must maintain a valid driver's license and pass a background check and drug screening test
- Knowledge of how to use and maintain power tools and heavy equipment is strongly preferred
- Must possess or obtain within 90 days of hire a valid Pesticide Applicator license
- Strongly preferred to have S-130 and S-190 certifications for prescribed burns

### Compensation

Wages will be dependent on education and experience and range from \$20 to \$22 per hour. Regular work hours are 7:00 AM to 5:30 PM Tuesday- Friday. Benefits include vacation, sick time, holiday pay, and discretionary quarterly stipend.

### To Apply

Interested applicants must submit a cover letter, resume, and three references to: [emily.grasch@macd.org](mailto:emily.grasch@macd.org) or mail to Emily Grasch, Muskegon Conservation District, 4735 Holton Road, Twin Lake, MI 49457

Closing date for application November 30<sup>th</sup>, 2021