

Gladwin Conservation District Administrator

The Gladwin Conservation District is seeking a dynamic Administrator to lead the organization. The Gladwin CD is a governmental organization that connects the county residents to nature through education and conservation.

Essential Functions:

- ❖ Provide landowners, public, and District staff with technical expertise and education on native species, erosion and pest control and other topics within the Districts mission.
- ❖ Help to prepare outreach material, including press releases, event displays, and graphic design of informational materials.
- ❖ Enhance and support the Conservation District mission by initiating and implementing new projects.
- ❖ Coordinate seedling and native plant sales.
- ❖ Serve as Gladwin Counties Soil Erosion and Sedimentation Control Agent Administrator.
- ❖ Work within the community to recruit and train volunteers to assist in various environmental projects.
- ❖ Attend local and regional organization and/or agency meetings representing Gladwin Conservation District, as assigned.
- ❖ Develop relationships and provide leadership to groups like CRSC, Trout Unlimited, Master Gardeners, Little Forks Conservancy and other natural resource groups.
- ❖ Help to prepare news releases, event displays and newspaper articles promoting District activities.
- ❖ Research and prepare grants that will improve environmental life of the county.
- ❖ Prepare and submit monthly activity reports.
- ❖ Prepare and submit financial reports as needed to District Directors (knowledge of Quickbooks highly desired)
- ❖ Assist the public, both walk-ins and phone inquiries, making referrals to other staff or appropriate agencies where necessary.
- ❖ Contribute to keeping office space clean and inviting to the public.
- ❖ Listening and verbal communication skills are a must.
- ❖ Analytical and decision-making skills are important to provide success at various projects related to the District.

Educational Qualifications: Associate Degree pertaining to agricultural, environmental, or natural resources; or two to four years of related experience in conservation education and outreach, or equivalent combination of education and experience.

Preferred Experience: Two years' work experience or related education demonstrating proficiency in the following skills: program development and carry through, grant writing, experience with Quickbooks accounting software, customer service, natural resource management, public speaking and community outreach.

Minimum Position Qualifications: (training may be made available to individual)

- ◆ Listening and verbal communication skills. As a conservationist, you will have to communicate well with colleagues, landowners, and the public.
- ◆ Problem solving and critical thinking skills.
- ◆ Ability to work independently and as a part of highly collaborative teams.
- ◆ Efficient typing skills with proficiency in Microsoft Office and Quickbooks.
- ◆ Must be energetic, well organized, reliable and self-motivated.
- ◆ Ability to manage and organize multiple tasks, meet deadlines, manage time and ensure high quality of work.
- ◆ Communicate effectively in both oral and written form.
- ◆ Must have a valid driver's license, good driving record and have reliable transportation.
- ◆ Must be able to lift 50 pounds.

Hours of Work: Monday through Friday, 8:00 to 4:30 with the occasional evening or weekend meetings and overnight training's.

Salary & Benefits: Initial salary of \$42,000 to \$52,000 based on experience & abilities. Benefit package includes, paid federal holidays, paid time off (after six months) and health insurance stipend assistance is negotiable.

Equal Employment Opportunity: All Michigan Conservation District programs and services are offered on a nondiscrimination basis.

To Apply: Submit cover letter, resume and application to Michael Kruchkow, USDA Plaza, 1501 N. State Street, Gladwin, MI 48624. **Deadline is February 15, 2019 (4:00 pm).**