



# ALGER CONSERVATION DISTRICT

helping you manage your natural resources

## New Position Announcement -For Immediate Release-

### **Jr. District Coordinator and Administrative Assistant**

#### **Compensation:**

Ranges from \$40,000 (on hire date), \$44,000 (after 1 year probationary period and successful review by Executive Director and Board of Directors) per year. This is an exempt-status, salaried, full-time position.

(additional benefits are included, *see Benefits*)

#### **Work location:**

Alger Conservation District office, 101 Court Street, Munising, MI; fieldwork throughout Alger County and partner counties as required.

#### **General Conditions:**

Applicants must be 18 years or older, hold a valid driver's license, and be willing to submit a federal background check and drug screen to apply. **Applicant must be willing and able to obtain certification in pesticide application. The Alger Conservation District will cover all educational, travel, and license expenses.**

This is a full-time, salaried, and exempt status position. This employee's work week will consist of 40 hours per week, typically Monday through Friday, with 8 hours of work daily. Weekends will be required from time to time, but are not typical.

This new hire will be subject to a 1-year probationary period (365 days) beginning on the initial hire date.

After the initial six months of the probationary period, the supervising manager and the board of directors will conduct a comprehensive review with this new staff member. Upon successful review, this applicant will be offered full-time benefits as outlined below:

**Benefits** include (after a successful 6-month review):

1. A healthcare stipend per pay period (every two weeks) in the amount of \$125.00

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2. Reimbursement of home internet in the amount of \$35.00 per month
3. Reimbursement of a cell phone plan in the amount of \$30 per month
4. \*\*Additional Paid Sick Leave
5. \*\*Paid Time Off (vacation)

\*\*Paid Sick Leave and Time Off are accrued based on tenure in the position. The longer you are employed, the more time you earn. Time accrual is outlined in the Alger Conservation District Employee Handbook and adheres to all applicable federal, state, and local laws.

**After the 1-year review is completed successfully, Alger Conservation District will elect an additional benefit of a Michigan Employees Retirement Account (MERs) and contribute 4% of the total salary per year at no extra cost to the employee.**

Applicant *must*:

- a. Be willing to approach each day with a student mentality
- b. Work respectfully with and alongside the general public, staff, and program partners
- c. Be able to work in all safe weather conditions
- d. Be able to work as a team, and individually as required
- e. Maintain a high standard of record-keeping
- f. Know when to ask for help
- g. Be able to lift, push, pull up to 50 pounds independently, or team lift 100 pounds without mechanical assistance.

*Preferred Qualifications:*

- a. Education: Coursework or experience related to natural resources, food systems, agriculture, forestry, or other related fields of study
- b. Experience: Field experience in invasive species identification and control, GPS use, or native plant restoration.
- c. Computer skills: Proficient with MS Office and Excel; *Garmin Base Camp, and/or Google Earth a plus*
- d. Operating knowledge of canoes, kayaks, small watercraft, and/or ATVs



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## Duties Include:

- Fundraising through grants, Alger County millage renewal, and private philanthropy
- Assisting in and developing programs, outreach, partnerships, and administration as guided by the 5-year plan, business plan, and strategic plan
- Collaborating, writing, developing, and driving outreach & education through monthly newsletters, annual tree and wildflower sales, and community workshops
- Social Media development, including Facebook, Instagram, YouTube, and other social media outlets, including marketing, sales, and education
- Grant writing, submission, tracking, and implementation, with a high focus on partner inclusion
- May include occasional supervision of part-time, seasonal, and/or grant staff
- Assisting in completing all applicable business licensing requirements (pesticide licensing)
- Participate in ongoing licensing accreditation as required (pesticide licensing/field-specific training, safety courses)
- Follow all local, state, and federal laws
- Adhere to all lawful requests and district policy
- Participate in and facilitate all field mapping, invasive species surveying, and control
- Performance of administrative and fieldwork required under grants obtained by the District
- Positive attitude and strong ability to neutralize or resolve conflict
- Expand capacity by continually collaborating with UP conservation districts to expand program offerings
- Attending all monthly board meetings and special meetings, and assisting with the coordination of the annual meeting

*Other duties may be requested by the Executive Director or Board of Directors as necessary*

## To apply:

Send cover letter and resume, and list three references by mail or e-mail to the attention of:

Alex Kolton  
Executive Director  
Alger Conservation District  
[Alex.kolton@macd.org](mailto:Alex.kolton@macd.org)

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