



Iron Baraga Conservation District

Forestry Assistance Program Forester

Expected Start Date: November - December 2020

Description

The Iron Baraga Conservation District (IBCD) is seeking qualified applicants to serve as an educational/outreach Forester for private lands forestry for the Michigan Forestry Assistance Program (FAP).

The purpose of the Forestry Assistance Program is to provide private landowners with technical assistance regarding forestry, wildlife habitat, and related natural resource concerns, so that they may make informed decisions about the use and management of their forestlands.

The candidate may select to have their primary office within the city of Baraga or Crystal Falls but will perform position services to all of Iron and Baraga counties. Field to Office split is approximately 50/50 depending on the time of year.

Duties will be performed under the direction of the Iron Baraga Conservation District Manager with guidance and support provided by the Michigan Department of Agriculture and Rural Development (MDARD), Natural Resource Conservation Service (NRCS).

Yearly focus and goal setting are guided by an advisory board made up of directors and staff from the Conservation District, local, state, and federal partners.

**Due to COVID all staff members are working remotely from their homes while still providing COVID safe site visits on an as needed basis. Iron Baraga Conservation District adheres to all CDC guidance and health department guidelines.*

Required Qualifications

Educational Degree:

- Forestry degree from SAF accredited University

Licensing and Legal Requirements:

- Valid state issued driver's license
- Reliable personal transportation that is licensed and insured
- Documentation to prove legal employment status ability
- Ability to pass a Government background check for USDA computer use

Interpersonal Relationship Requirements:

- Excellent customer service skills
- Work with the public and governmental partners with a positive attitude
- Enjoy working with people of all ages, backgrounds and skill sets
- Patience when working with others
- Ability to be honest and direct in a positive manner

Outreach Experience Requirements:

- Willingness to expand services and programs and to grow with the district
- Experience with crafting outreach materials for general public
- Experience with remote meeting applications and teleconferencing
- Experience with social and electronic media

Required Office & Field Skills:

- Ability to work outside in all types of weather or terrain
- Excellent navigation skills utilizing paper and electronic maps
- Knowledge or experience with tree pests, invasives and disease
- Proficient in utilizing GPS mapping equipment and with using GIS (ArcMap) or QGIS for data entry
- Experience working with computers and utilizing Word, PowerPoint and Excel for basic data and report entry
- Excellent organization skills with both paperwork and electronic records
- Ability to fill out and complete standardized forms and paperwork and properly submit them within the required timeframes and with the proper agencies

Additional Beneficial Qualifications and Experience:

Forestry and Environmental:

- Nursery or plant stock experience
- Forest Management Plan writing or implementation experience
- Prior timber sales experience
- Prior timber stand marking experience
- Prior surveying experience
- Prior wildlife management experience
- Soil types and native plantings
- Agriculture experience
- Animal husbandry experience
- Aquaculture experience
- Wetlands and Watershed experience
- Phytoremediation
- Previous experience with Conservation Districts or Environmental Nonprofits

Licensing, Program or Certification Experience:

- Licensed Commercial Pesticide Applicator
- SAF Candidate/Certified Forester Status
- NRCS Technical Service Provider (TSP)
- Experience with the Michigan Qualified Forest Program (QFP)
- USDA Farm Bill Programs knowledge
- Certified Forest Experience (ATFS, FSC, or SFI)

Office and Interpersonal Relationship Skills

- Experience with basic website editing, GoDaddy, WordPress, etc.
- Experience with Adobe DC and Publisher
- Experience with Adobe Premier Digital Video software or equivalent
- Ability to host webinars and teleconferences
- Prior outreach and program planning experience
- Prior retail sales experience
- Grant administration or writing experience

Essential Functions

A FAP forester will serve as initial point of contact for private forest landowners, natural resource professionals and local governments for the management of forestland, wildlife habitat, and related natural resource activities in Iron and Baraga Counties.

They provide, as a public service, both in-office and on-site assistance to private forest landowners so that they can make informed decisions regarding resource management on their property.

Foresters conduct outreach and education including demonstrations, workshops, and field days. Topics may include but are not limited to:

- Types of forest management plans
- Qualified Forest Program
- Commercial Forest Program
- Michigan Tree Farm
- Forestry and taxes
- Timber management contracts
- Selecting a consultant
- Options available for forest management
- Forest health
- Wildlife management
- Invasive species identification
- Invasive species management
- Fire risk management.

The Forester creates and maintain a list of qualified foresters, and actively implement a referral program which connects interested landowners with those professionals to facilitate sustainable planning and management of their property. Foresters work closely with and maintain a good working relationship with other resource management professionals, both public and private, in support of landscape level planning and management of

natural resources. Additionally, establish a relationship with mills, processors, and co-gen plants utilizing forest products from the local area.

The Forester will prepare and submit an annual plan of work and monthly and annual accomplishment report; and will maintain a landowner contact document which tracks name, address, phone, site location, acres, a general assessment, and timber type.

Foresters provide public relations activities and indirect contact with the news media and general public. They prepare articles for newsletters, magazines, newspapers, radio or television spots.

Foresters provide advice on the selection and planting of trees, shrubs, and other plants for reforestation and wildlife habitat restoration. They provide appropriate management options for threatened and endangered plants and animals to all landowners through the use of the Michigan Natural Features Inventory (MNFI) database. In addition, they provide advice on the identification and control of insects, diseases, invasive plants and wildlife pests for woodlands; and help monitor the occurrence and spread of insects, diseases, and pests.

They provide information on federal and state programs, agencies, organizations, and individuals that provide technical and/or financial assistance for forest management activities; review all Qualified Forest Program (QFP) applications to determine program eligibility and complete all QFP Parcel Eligibility Determination Forms sent to the district office by the QFP staff.

Foresters promote the availability of the MAEAP Forestry, Wetlands, and Habitat (FWH) assessment tool to landowners. Conduct and record the completion of the MAEAP FWH assessments. Encourage the full implementation of the management plan and pursuit of MAEAP verification.

The Forester will assist the Iron Baraga Conservation District with the Spring Fundraiser and other programs. In addition, they will be required to assist the Conservation District to achieve deliverables on companion grants as well as short- and long-resource plan goals.

The Forester will prepare regular, written reports to Conservation District Boards (monthly).

The Forester will pursue certified forester status with the Society of American Foresters (SAF) and take the certification test within the required timeline.

The Forester will attend trainings and conferences and complete required training modules utilizing AgLearn, MISIN and other approved training websites and providers.

Compensation:

This position is funded by an annually renewed grant provided by the Michigan Department of Agriculture and Rural Development (MDARD) to Iron Baraga Conservation District. The grant has been available since 2013 and shows excellent potential for renewal in the future.

The technician wage will be contingent depending on candidate's education and experience level, and will range between \$45,000 to \$55,000 per year. Payroll and employee reimbursement occur on a biweekly basis.

The technician will be required to accomplish 80 hours worked or approved leave/holiday combo over a two-week period flex schedule to be compensated on a bi-weekly basis. Regular hours of duty are between 8:00 am 4:00 pm, but this position does include some night and weekend hours with schedule flexibility

Candidate will be required to use personal vehicle at all times, but will be compensated .575 cents a mile or the prevailing IRS mileage rate.

Benefits include:

- Two weeks' paid vacation the first year, that can be used after the 90-day review period
- Official Iron County Courthouse and Federal Holidays are off and paid
- IBCD Annual Winter Holiday period off and paid
- Ability to work from both of the Iron Baraga Conservation District offices and/or remotely during COVID outbreak and/or severe weather periods
- All required training and approved educational opportunities are paid for by the Iron Baraga Conservation District
- All workshop fees, hotel stays, and conference costs are paid in addition to a per diem for meals during overnight travel
- IBCD provided iPhone for work calls and use
- Exclusive use of a USDA desktop computer with QGIS
- Additional laptop, office equipment, Garmin GPS unit, office supplies and camera supplied by IBCD
- Recreational use and availability of Canoe, Kayak(s) and limited IBCD equipment allowed with prior approval

How to Apply:

Application Deadline: Friday, November 13th 2020

Interested applicants should send a professional resume, cover letter, college transcript, references or letters of recommendation to ironbaragacd@gmail.com with the subject: **FAP Forester Position** and/or by mail to: Iron Baraga Conservation District 2 South 6th Street, Suite 15 Crystal Falls, Michigan 49920

Any questions about this position should be directed at: **Iron Baraga District Manager** Jennifer Ann Ricker-Feak by email at ironbaragacd@gmail.com or by phone at (906) 875-3765 or (906) 367-1203.

The Iron Baraga Conservation District is an Equal Opportunity Employer who agrees not to discriminate against any employee or job applicant because of race, color, religion, national origin, ancestry, sex, sexual orientation, gender identity, physical or mental disability, age, status as a parent, marital status and/or political affiliation.

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