

Statewide Arbor Day and Environmental Outreach Coordinator Position

The Eaton Conservation District is looking for a qualified person to coordinate the Michigan Arbor Day Alliance program and serve as coordinator for the Michigan Water Stewardship Program website.

Michigan Arbor Day Alliance (25 hours a week)

www.miarbordayalliance.org

This position is dedicated to the promotion and celebration of Arbor Day throughout Michigan. This will be achieved through outreach and education projects. These projects will include, but are not limited to:

- Coordinate State Arbor Day celebration in Lansing, MI.
- Promote and manage the 5th Grade Arbor Day Poster Contest.
- Coordinate and manage the Michigan Arbor Day Alliance Tree Planting Grants, a statewide grant program.
- Coordinate tree plantings throughout the state with partners
- Partner with municipalities, corporations, and organizations to encourage tree plantings, proper tree maintenance and management.
- Distribute Arbor Day educational materials to schools, communities, and individuals.
- Publicize Arbor Day and program activities through events, media outlets and e-newsletters.
- Seek sponsorships and fund-raise for Arbor Day activities.
- Update and maintain Arbor Day website, Facebook, Twitter, Instagram and Pinterest accounts.
- Coordinate and work with Michigan Arbor Day Alliance steering committee.
- Prepare grant and annual reports demonstrating program accomplishments.

Michigan Water Stewardship Program website coordinator (15 hours a week)

www.miwaterstewardship.org

- Responsible for uploading news articles to website.
- Post resources, helpful tools and documents for homeowners to website.
- Promote website to partners and education organizations through correspondence, direct contacts, media outreach, and presentations.
- Increase website traffic by promoting through the District Facebook, Twitter, and Instagram posts, as well as Pinterest account.
- Report any problems or issues with website to server host. Respond to user questions, issues or technical problems. Respond to partner questions, issues, technical problems and requests for contact information updated or changed.
- Process quarterly reports for MDARD demonstrating promotional efforts.

Other Functions

- Assist with office and other Conservation District programs, including: Annual Meeting, newsletters, walk-in customers, answering telephones, general office upkeep, district tree sale, workshops, public events, and anything else not specifically listed yet deemed appropriate for District or office work.

Required Qualifications

- Bachelor's degree in natural resources, environmental science, environmental education, or a related field plus 1-year experience (or a combination of education and experience). Knowledge and experience in arboriculture or urban forestry a plus. A passion for environmental education is highly desired for this position.
- Ability to effectively coordinate and manage events and multiple projects.
- Experience with updating websites, and promoting programs through articles and social media tools.
- Excellent speaking, writing, presentation, fundraising, and public relations skills.
- Ability to work independently, establish work priorities, and manage time effectively.
- Proficiency in the use of MS Word and Excel, and ability to learn new computer applications.
- Proficiency in social media (Facebook, Twitter, Instagram, YouTube, Pinterest) preferred
- Valid driver's license and reliable personal transportation.
- Must be able to pass a Federal Background Security Check.
- Ability to work effectively and cooperatively with individuals, groups, businesses, and units of government.
- Ability to travel to overnight conferences and work some nights and weekends.

Salary and Position Details

Salary is based on qualifications and will start at \$15-\$17 per hour with increases based on annual performance reviews. Benefits include a \$5000 fringe benefit, paid annual and sick time with paid federal holidays. This is a full-time grant based position with grants and fundraising sought and renewed each year. The individual will be employed by the Eaton Conservation District, located in Charlotte, MI. Schedule will typically be Monday through Friday, 8 AM to 4:30 PM, but events will require flexibility, including the occasional need to work evenings or weekends, and overnights for training. The candidate's personnel vehicle will be used for events if a district vehicle is not available. Personal vehicle use will be reimbursed at the IRS mileage rate. The coordinator will report to Sue Spagnuolo, Executive Director of the Eaton Conservation District and will work closely with the Michigan Arbor Day Alliance steering committee.

To Apply

Email a cover letter, resume, three references with contact information, and transcripts (doesn't have to be official) to Sue Spagnuolo, Executive Director at eatoncd@macd.org. Please title subject of the email '**Environmental Outreach Coordinator position application**'. The cover letter should address the applicant's qualifications and ability to fulfill the duties of this job. This position is open until filled with interviews starting the week of January 24th, 2022 and an anticipated start date of February 15, 2022. Any questions pertaining to the position may be directed to Sue Spagnuolo via email or by calling (517) 543-1512 ext. 5.