



Eaton Conservation District
551 Courthouse Drive, Suite 3
Charlotte, Michigan 48813
517-543-1512 x 5
www.eatoncd.org

Position Posting: Environmental Outreach Coordinator

Eaton Conservation District is seeking a dynamic and organized team-player to support conservation efforts in Eaton County and throughout Michigan. This position reports to the Executive Director and is part-time, 24 hours per week, with potential for expanded hours in the future. The individual will fulfill three roles:

Michigan Water Stewardship Program Website Coordinator

www.miwaterstewardship.org

- Create and update articles/event announcements, lesson plans, resources, etc.
- Promote website to partners and education organizations through correspondence, direct contacts, media outreach, and presentations.
Increase website traffic by promoting through social media.
- 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.
- Manage the Augmented Reality Sandbox (ARS). Work with Tri-County Regional Planning Commission in scheduling, maintaining, and transporting the ARS, and producing relevant posters, lesson plans, worksheets, etc.
- Process quarterly reports for MDARD demonstrating promotional efforts.

Eaton County Collaborative Project Outreach Coordinator

www.eatoncd.org/stream-monitoring

- Perform program promotion and recruit volunteers.
- Coordinate monitoring events with the Program Manager and serve as a Team Leader for one of the volunteer teams.
- Perform data quality control, data entry and data analysis.
- Update website regularly to share information with volunteers and the public.
- Help supervise Olivet College student environmental outreach internships.

Administrative Support

www.eatoncd.org

- Coordinate and perform District outreach through social media, newsletters, email, the ECD website, advertising, phone, walk-in customers, meetings, and more.
- Support District program activities as assigned by the ECD Executive Director, including but not limited to: Annual meeting, public events and workshops, and ECD tree and native plant sales.
- Maintain accurate records and a well-organized filing system for those records. All records (paper & electronic) remain the property of the ECD.
- Support general office upkeep.
- Provide monthly reports and updates to ECD's Board of Directors.

Desired 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).
- Ability to effectively coordinate and manage events and multiple projects.
- Experience with updating websites and promoting programs through blogs and social media tools.
- Excellent 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.
- Valid driver's license and reliable personal transportation.
- Experience pulling a trailer.
- 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

This is a part-time grant-based position, 24 hours per week. Salary is based on qualification and will start at \$16-18 per hour with increases based on annual performance reviews. Annual grants and fundraising are sought and renewed each year.

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 personal vehicle will be used for events if a district vehicle is not available. Personal vehicle use will be reimbursed at the IRS mileage rate. Benefits include paid annual, sick, federal holiday time and a fringe benefit of \$2500.00.

Preferred start date will be approximately May 8, 2023. The individual will be employed by Eaton Conservation District, located in Charlotte, MI. The coordinator will report to Rachel Cuschieri-Murray, Executive Director of the Eaton Conservation District.

To Apply

Email a cover letter, resume, three references with contact information, and transcripts (doesn't have to be official) to Rachel Cuschieri-Murray, 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 May 1st, 2023 and an anticipated start date of May 2023. Direct questions pertaining to the position to Rachel Cuschieri-Murray via email or by calling (517) 543-1512 ext. 5.