



**Eaton Conservation District**  
551 Courthouse Drive, Suite 3  
Charlotte, Michigan 48813  
517-543-1512 x 5  
[www.eatoncd.org](http://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. The individual will fulfill three roles:

### **Michigan Water Stewardship Program Website Coordinator**

[www.miwaterstewardship.org](http://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.
- Process quarterly reports for MDARD demonstrating promotional efforts.
- 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.

### **Eaton County Collaborative Project Outreach Coordinator (Seasonal)**

[www.eatoncd.org/stream-monitoring](http://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 University of Olivet student environmental outreach internships.

### **Administrative Support**

[www.eatoncd.org](http://www.eatoncd.org)

- Coordinate and perform District outreach and customer care.
- Support District program activities as assigned by the ECD Executive Director
- Maintain accurate records and a well-organized filing system for those records.
- Support general office upkeep.
- Provide monthly reports and updates to ECD's Board of Directors.

## **Desired Qualifications**

- High school diploma and college level coursework in natural resources, environmental science, environmental education, marketing, website development, computer science, communication, or a related field plus 1-year experience (or a combination of education and experience).
- Ability to effectively coordinate and manage multiple projects.
- Experience with updating websites and promoting programs through social media and other internet 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 Google Suite, MS Word and Excel, and ability to learn new computer applications.
- Valid driver's license and reliable personal transportation.
- Experience pulling a trailer desired.
- Must be able to pass a federal background security check.
- Ability to work effectively and cooperatively with partners.
- 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.

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 (unofficial are acceptable) in PDF format to Rachel Cuschieri-Murray, Executive Director at [rachel.murray@macd.org](mailto:rachel.murray@macd.org). Please title subject of the email 'Environmental Outreach Coordinator Application'. The cover letter should address the applicant's qualifications and ability to fulfill the duties of this job. Direct questions pertaining to the position to Rachel Cuschieri-Murray via email or by calling (517) 543-1512 ext. 5.

Applications accepted by 12:00 noon Friday, August 11, 2023, or until filled.  
Preferred start date is September 4, 2023.