

## Where to Post a Position?

This document has been prepared for Michigan Conservation District employees to use as a way to provide resources for recruiting staff. This document is by no means all-inclusive. Contact information and website URLs are subject to change over time. If you have additional resources, please let us know! Compiled in June 2011 - MACDE

<b>Organization</b>	<b>Info</b>	<b>Contact Info</b>
Great Lakes Information Network jobs	GLIN-Jobs is a forum for sharing Great Lakes-related job postings with a targeted audience.	<a href="http://mailman.great-lakes.net/mailman/listinfo/glin-jobs">http://mailman.great-lakes.net/mailman/listinfo/glin-jobs</a> free
Society of Wetland Scientists	National job database, easy to post.	<a href="http://www.sws.org/jobs/">www.sws.org/jobs/</a> free
EcoEmploy	Covers environmental employment in the USA and Canada	<a href="http://www.ecoemploy.com/">www.ecoemploy.com/</a> Cost \$2 per 1,200 words per day.
Environmental Career Center	National	<a href="http://environmentalcareer.com/">http://environmentalcareer.com/</a> Cost \$99 for 30 days 1 job posting
EcoOrg	National: Post jobs or search resumes	<a href="http://www.eco.org">www.eco.org</a> Cost variable
Job Seeker.net	National: Natural Resource jobs	<a href="http://www.thejobseeker.net">www.thejobseeker.net</a> post on newsletter free, cost to post on website \$1/day
MACD	Michigan Conservation Districts	lori.phalen@macd.org <a href="http://www.macd.org">www.macd.org</a>
Cyber-Sierra	Listing of resources for job hunt	<a href="http://www.cyber-sierra.com/nrjobs/enviro.html">http://www.cyber-sierra.com/nrjobs/enviro.html</a>
EnviroMich	General environmental listserve	<a href="http://mailman.great-lakes.net/mailman/listinfo/enviro-mich">http://mailman.great-lakes.net/mailman/listinfo/enviro-mich</a>
Michigan Municipal League	The "Municipal Classified Ads" includes employment opportunities, items for sale or wanted, and occasionally, requests for proposals. Submit ads using the easy, interactive online form.	<a href="http://www.mml.org">www.mml.org</a> 20 cents per character per 4-week period or less. \$25 minimum.
Michigan Nonprofit Association	The Michigan Nonprofit Job Center receives over 11,000 page views per month and continues to grow. Open positions are emailed to over 2,000 individuals offices	<a href="http://www.mnaonline.org/jobs.aspx">http://www.mnaonline.org/jobs.aspx</a> Single 30-day posting (members): \$75 Single 30-day posting (nonmembers): \$99
Idealist.org	"The world's best place to find volunteer opportunities, nonprofit jobs, internships, and organizations working to change the world since 1995."	<a href="http://www.idealist.org">http://www.idealist.org</a> cost?
Linked In	Social networking	<a href="http://www.linkedin.com">www.linkedin.com</a> join the "Soil Conservation Districts" community and post under "jobs" tab free
DNR	Urban and community Forestry listserve	<a href="mailto:sayersk@michigan.gov">sayersk@michigan.gov</a> (only forestry jobs please!)

College	Department Person Contact Info
Central Michigan University	Great Lakes Institute for sustainable systems - Thomas Rohrer - sustain@cmich.edu
Eastern Michigan University	<a href="http://career.emich.edu/Employers/">http://career.emich.edu/Employers/</a>
Grand Valley State University	<a href="http://www.gvsu.edu/careers/employers">http://www.gvsu.edu/careers/employers</a>
Michigan State University	<a href="http://msu-csm.symplicity.com/employers">http://msu-csm.symplicity.com/employers</a> <a href="mailto:stierc@msu.edu">stierc@msu.edu</a> or 517-355-9510
	Bailey Scholars Program Ag & Nat resources lhbailey@msu.edu
	Dept Fish and Wildlife – schne181@msu.edu
Michigan Tech	Center for Science and Environmental Outreach Joan Childe <a href="mailto:jchodde@mtu.edu">jchodde@mtu.edu</a>
	<a href="http://www.career.mtu.edu/employers">http://www.career.mtu.edu/employers</a>
Northern Michigan University	<a href="mailto:careers@nmu.edu">careers@nmu.edu</a>
	<a href="http://webb.nmu.edu/CareerServices/SiteSections/Employers/PostAJob.shtml">http://webb.nmu.edu/CareerServices/SiteSections/Employers/PostAJob.shtml</a>
	<a href="http://www.wmich.edu/career/employers">http://www.wmich.edu/career/employers</a>
Olivet College	Maria Davis <a href="mailto:MDavis@Olivetcollege.edu">MDavis@Olivetcollege.edu</a>
University of Michigan	<a href="http://www.careercenter.umich.edu/employers/emppostings.html">http://www.careercenter.umich.edu/employers/emppostings.html</a>
Washtenaw Community College	<a href="http://www4.wccnet.edu/employerservices/postajob/index.php">http://www4.wccnet.edu/employerservices/postajob/index.php</a>
Western Michigan	<a href="mailto:Broncojobs@wmich.edu">Broncojobs@wmich.edu</a>

\*Note: There are services that you can pay to post on college websites. For some career sites, if you do one school at a time, from their site, there is no fee. IF you try to select multiple schools, there will be a charge. To find contact information for another college or university, look for the terms “alumni” and “careers” on the university website.

### Other Ideas to try:

- Try sending it to your county and townships for posting.
- Maintain a list of people that are interested in positions to forward postings along.
- Post on your district website, facebook, twitter, e-newsletter, paper newsletter.
- Agriculture: send to the implement dealers, Greenstone, farm bureau contacts
- Watershed: send to your waste water treatment plant, land use planners, drain commission offices, health department, etc
- Administration: Check with local community college for accounting or business graduates
- Forestry: send to local consulting foresters and utility foresters, etc.
- Associations: Soil and Water Conservation Society, Michigan Alliance for Environmental Educators, Engineering or Land use societies, etc.
- Seasonal Crew members: Work with youth advisors such as 4H or FFA to recruit.

Other options: Chamber of commerce, watershed listserve, habitat groups listserve, MUCC, engineer associations, Local paper, [www.monster.com](http://www.monster.com) [www.careerbuilder.com](http://www.careerbuilder.com) [www.indeed.com](http://www.indeed.com) Michigan Works. Realize that if you post to a site that is EXTREMELY

popular you may end up with a lot of resumes for people that do not have the required qualifications.

### **Tips when writing a job description**

- Don't assume the reader is familiar with the acronyms and CD specific programs.
- Take time to outline job duties so that the applicant knows what to expect. Short and non-descriptive postings might not attract the people you are looking for!
- Make sure to include if it is a grant funded position or temporary employment. Identify who the position reports to and what region the position will cover.
- It might be helpful to include approximate % of time per duty. Include if the job is 20% fieldwork or 80%.
- Ask for example descriptions created by other conservation districts
- Clearly identify if night, weekends, travel or extensive training is required
- Include if benefits are available.
- Include requirements such as driver's license and ability to pass background check if applicable.
- Regarding degree and experience requirements – be careful that you are not SO specific that you miss out on great candidates.
- Avoid Discrimination!