

BERRIEN COUNTY CONSERVATION DISTRICT  
**SW x SW Corner Cooperative Invasive Species Outreach Educator**

Position Description

Employer

Berrien Conservation District (BCD)

Title

Outreach Educator *for the SW x SW Corner CISMA (Cooperative Invasive Species Management Area)*

Office Location

3334 Edgewood Road, Berrien Springs, MI 49103

Area of Responsibility

Coordinating and implementing activities as defined in the Michigan Invasive Species Grant Program under the guidance of the BCD Board, BCD Manager, and the CISMA Coordinator.

Work Hours

Work will be part-time, 20 hours per week throughout the project. Office work hours will be scheduled within the hours of 8:00 AM-4:30 PM M-F. Evenings and weekends will be required based on when outreach events and meetings are scheduled. The primary work location will be at the BCD Office. Travel will be required throughout Berrien County, with occasional travel to Cass and Van Buren Counties.

Source of Grant Funding

The funds used for the SW x SW Corner CISMA come from the State of Michigan. The name of the grant program is the Michigan Invasive Species Grant Program (MISGP).

General Summary of Position

The SW x SW Corner CISMA Outreach Educator is responsible for the outreach education of the MISGP grant, Project Number IS15-1013, "The SW x SW Corner CISMA Tackles Invasive Species: Education to Eradication Project". This grant is a two-year grant with a completion date of April 1, 2018. The focus of this grant is to help build capacity of the SW x SW Corner CISMA and become more self-sustaining in terms of invasive species management in the area. The SW x SW Corner CISMA Outreach Educator will be in charge of the education of private landowners and public entities on invasive plant species, meeting the deliverables spelled out in this grant, and reporting to the Michigan Department of Natural Resources as outlined in the *Michigan Invasive Species Grant Program Handbook*.

Counties Covered by the SW x SW Corner CISMA

Berrien, Cass and Van Buren Counties

Breakdown of Duties

Below is a breakdown of the tasks the SW x SW Corner CISMA Outreach Educator will be working on. At this time, these are the current major tasks. Additional duties may be added as needed.

**Duty: Day to Day Operations of the CISMA**

**General Summary:** Carrying out the day to day activities to support the goals of the CISMA.

**Individual Tasks Related to Duty:**

- Answering phone calls from the public
- Responding to emails from the public and CISMA partners
- Representing the CISMA at conferences and meetings
- Updating BCD website/Facebook about Invasive Species Information
- Writing newsletters/newspaper articles

**Duty: Develop and Implement Education and Outreach Program**

**General Summary:** Develop and implement outreach and education programs to generate awareness, provide information on identification, prevention and treatment methods to both public land owners/operators and private landowners.

**Individual Tasks Related to Duty:**

- Developing a PPT presentation or similar presentation
- Developing a portable display board to be used at events
- Implementing training program workshops that will generate awareness, provide information on identification, detection and reporting. This may be done in coordination with Cass and Van Buren Conservation District CISMA Employees.
- Scheduling educational workshops
- Recruiting volunteers to identify, detect and map invasive species on parcels of public land that are high priority
- Using MISIN for detection, reporting, mapping and organization of the extent of established and new invasive species
- Writing press releases for local media
- Writing targeted outreach letters
- Developing newsletters, factsheet and other outreach materials in coordination with Cass and Van Buren CISMA Employees.

**Duty: Support for Grant Administration and Compliance**

**General Summary:** Working with the CISMA Coordinator for the MISGP grant to ensure we are carrying out grant work in compliance with grant rules. This involves being familiar with grant guidelines, communicating with the public about the grant and completing grant deliverables.

**Individual Tasks Related to Duty:**

- Have knowledge of the grant and current activities to ensure compliance with grant guidelines
- Assist the CISMA Coordinator to make sure it is completed within the appropriate time frames

**Duty: Support of Reports**

**General Summary:** Work with the BCD Manager, ensure the spending of monies is in compliance with the grant and within the BCD CISMA budget.

**Individual Tasks Related to Duty:**

- Working with the BCD Manager, sort out expenses and making sure items are properly classified and charged to the correct grant or expense line item.
- Ensuring we are aware of reporting dates and getting reports turned in on time
- Ensuring we keep proper records/documentation and submitting them for reimbursement

**Duty: Support with Writing Future Grants**

**General Summary:** Assisting with and writing grants to support further invasive species education and eradication efforts.

**Individual Tasks Related to Duty:**

- Research eligible grants and write grant applications

**Other**

A background check will be conducted.

Employee must possess a valid Michigan Driver's License and have a personal vehicle for use.

Employee must be able to work in an open office setting and be willing to work outside in a variety of environments in all weather conditions. Employee must be comfortable both speaking one on one to an individual and public speaking to a large group. Employee's employment ends at the end of the grant period unless an approved grant application extends this. The Outreach Educator is expected to participate in BCD events as scheduled by the BCD Manager.

**Application Deadline**

Submit application, resume and cover letter by Friday, December 9<sup>th</sup>, 12:00 PM EST to Nancy Carpenter at [nancy.carpenter@macd.org](mailto:nancy.carpenter@macd.org).