

# Ottawa Conservation District

## Position Description: MAEAP Technician

### POSITION SUMMARY

The MAEAP Technician furthers the mission of the Ottawa Conservation District through the administration of the Michigan Agricultural Environmental Assurance Program (MAEAP). The MAEAP Technician is responsible for delivering on-farm technical assistance in Ottawa County, MI. This includes conducting farm-specific risk assessments; coordinating local, state, and federal agency resources to help farmers reduce environmental risks; and assisting farmers in making progress toward MAEAP verification. The MAEAP Technician is also responsible for collaborating with Conservation District staff to promote MAEAP and educate diverse audiences on the importance of sustainable agriculture in the Ottawa County region.

### RESPONSIBILITIES AND DUTIES

- Reports to the Executive Director of the Ottawa Conservation District.
- Coordinate all aspects of MAEAP and be fully familiar with, and adhere to, the Michigan Department of Agriculture and Rural Development (MDARD) grant agreement and guidelines for conducting the program at a local level.
- Maintain accurate records and a well-organized filing system for those records.
- Promote Farm\*A\*Syst, Crop\*A\*Syst, Livestock\*A\*Syst, Clean Sweep, pesticide container recycling, equipment calibration, and other stewardship practices through displays, newsletters, group presentations, demonstrations, public service announcements, news releases, radio programs, and other means.
- Conduct Farm\*A\*Syst, Crop\*A\*Syst, and Livestock\*A\*Syst assessments and coordinate abandoned well closures.
- Conduct at least one on-farm field day that highlights MAEAP, MAEAP Farmstead System, MAEAP Livestock and/or Cropping System farming practices and qualifies for MAEAP Educational Credit.
- Assist landowners in developing emergency management plans for their farmsteads.
- Assist individuals with verified Right to Farm complaints, to bring them into conformance with Michigan's Generally Accepted Agriculture Management Practices (GAAMPS).
- Work closely with the United States Department of Agriculture-Natural Resources Conservation Service (USDA-NRCS) to provide the technical assistance necessary for producers to access
- Farm Bill cost-share funds.
- Provide timely monthly reports and updates to MDARD and the Ottawa Conservation Districts Board of Directors.
- Collaborate with Conservation District staff and external partners to promote MAEAP and educate diverse audiences on the importance of sustainable agriculture in Ottawa County.
- Support Conservation District programs activities, as needed.
- Perform other essential activities as required by the MDARD grant agreement.
- Maintain a valid drivers license.

## **STANDARDS OF PERFORMANCE**

Success is measured by the degree to which:

- MDARD grant requirements are met.
- The number of farms engaged in MAEAP increases.
- The reported level of farmer satisfaction averages good or better.
- Written reports are complete and on time.
- Public awareness of the MAEAP program increases along with awareness of the importance of sustainable agriculture.
- Local and regional agricultural initiatives benefit from the contributions and leadership of the MAEAP technician.

## **WORKING CONDITIONS**

The primary work place is in a typical office setting at the Ottawa Conservation District in Grand Haven, MI. The MAEAP Technician will frequently be on farms, which may involve traversing uneven, boggy, and submerged terrain in a wide range of air temperatures and weather. Able to work flexible hours, including some evenings and weekends. The MAEAP Technician may occasionally be in the vicinity of agriculture crews using hand tools, power equipment, and harvest machinery. Occasional involvement in hands-on field work may be required.

## **REQUIRED KNOWLEDGE AND EXPERIENCE**

### Formal Education:

A minimum of a Bachelor's Degree in agriculture, natural resource management or related degree from an accredited college or university.

### Related Work Experience:

- Minimum of two years of experience in agriculture or natural resource fieldwork is preferred.
- Knowledge of and experience working with agricultural producers and practices is preferred.
- Experience collaborating on, developing, and delivering agriculture education programs to a variety of audiences in diverse settings.

### Skills and Abilities:

- Strong organizational skills.
- Proficient use of PC and Microsoft Office Suite.
- Working knowledge of ArcMap.
- Excellent verbal and written communication skills in the English language.
- Exhibit excellent social and interpersonal skills; relates effectively to diverse clientele and work groups.
- Able to work independently without direct supervision and as part of a team.
- Able to work efficiently outdoors in varying conditions and terrain.
- Maintain a valid driver's license.

**COMPENSATION**

The MAEAP Technician is a full time, 40 hours/week position. Salary (\$40,000+) will be dependent on experience. Benefits include paid holidays and vacation according to District policies.

**TO APPLY**

Please email cover letter stating your suitability for the position based on knowledge and skills, along with a resume, and list of references to the Ottawa Conservation District to Megan Boos, Executive Director at ottawacd@macd.org mail to 16731 Ferris St. Grand Haven MI, 49417.

Applications can be received until October 30<sup>th</sup> at 5:00pm.

The Ottawa Conservation District is an equal opportunity employer and will not discriminate in employment, promotions, or compensation on the basis of races, sex, color, religion, national origin or ancestry, age, marital status, handicap, or veteran status.