



Ottawa Conservation District
Position Announcement

Date: May 11, 2017

Title: Project Coordinator

Location: Ottawa Conservation District, Grand Haven, MI

Primary Duties

1. Responsibilities to the Board

- a. Record and prepare board meeting minutes
- b. Assist in coordinating arrangements for the annual meeting and election
- c. Assist in organizing and conducting annual fund raising campaigns through the tree and native plant sales
- d. Prepare and submit required reports

2. Grant Administration

- a. Direct the application for, preparation, and administration of any grant programs which may be available to the District
- b. Recommend appropriate grant programs to the District's Board and develop grant proposals
- c. Meet with relevant individuals to coordinate and secure grant funds

3. Public Relations

- a. Represent the District in public appearances to inform the public, conservation partners, and local units of government of District programs, services, and their role in the community
- b. Serve as the District contact and attend relevant meetings
- c. Coordinate and strengthen conservation partnerships within the community
- d. Develop, design, produce, and print brochures and other reports as assigned
- e. Maintain the District's website and Facebook while building and expanding social media presence
- f. Maintain, develop, and distribute the District's newsletter and e-newsletter
- g. Write press releases for grant programs

4. Information and Education

- a. Assist in planning District workshops, tours, contests, and fund-raisers
- b. Coordinate District educational services with local schools, groups, and organizations
- c. Direct the development of materials promoting District programs
- d. Assist in conducting annual tree and native plant sales as part of an educational program

5. Technical Assistance

- a. Perform site visits and write reports for the Critical Dune Program
- b. Provide technical assistance to landowners on forestry, wildlife, water quality, native plants, urban conservation, and related topics including, but not limited to, informational handouts, site visits, and management recommendations

6. General/Partnership Responsibilities

- a. Answer phone, take messages, and assist customers
- b. Assist NRCS with general office support as part of our Cooperating Working Agreement
- c. Assist NRCS with Contribution Agreement tasks

Qualifications

- Bachelor's degree in Natural Resources, Biology, Geology, Agronomy, or a related field or equivalent experience
- Experience managing project budgets, customer service, and reporting
- Experience writing and administering grants
- Strong analytical, verbal, and written communication skills
- Ability to work cooperatively with individuals, groups, and organizations
- Self-motivated and self-directed
- A general knowledge of natural resource management and conservation
- Proficient with Microsoft Office Word, Publisher, and Excel
- Valid MI driver's license
- Must be able to pass a federal background check

Additional Qualifications (Preferred)

- Experience in business management and marketing
- Familiarity with conservation programs
- Knowledge and experience in agriculture and/or natural resources management
- Experience with writing and managing grant programs
- Experience with ArcGIS.

Working Conditions

This position is part time at 25-30 hour per week and involves a combination of office, out-of-office travel, and some fieldwork. Duties will require working at a computer terminal for a significant portion of time. Some nights and weekends will be required.

Salary is commensurate with experience. Benefits include paid vacation and sick leave after 90 days.

Application: Send resume, cover letter, and references as one pdf document titled **Lastname ProjectCoordinator Application** to ottawacd@macd.org by 5:00pm May 31st
If you have any questions, call Megan Boos at 616-842-5852 ext. 5