

## **MAEAP Technician**

POSITION DESCRIPTION: Full time FTE

APPROVED BY THE IONIA CONSERVATION DISTRICT BOARD

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### POSITION OBJECTIVE:

To oversee and implement all aspects of the Michigan Agricultural Environmental Assurance Program in Ionia and Barry County. This is a grant position funded 10-1-16 to 9-30-17 with intentions for annual grant renewal.

### RELATIONSHIPS:

The Michigan Agricultural Environmental Assurance Program Technician is supervised by and reports to the Ionia Conservation District Manager. The Technician works closely with a local advisory Michigan Agricultural Environmental Assurance Program Team in developing priorities for the Program.

### ESSENTIAL FUNCTIONS:

1. Coordinates all aspects of the Ionia/Barry Michigan Agricultural Environmental Assurance Program to include Clean Sweep Program. Must be fully familiar with, and adhere to, the Michigan Department of Agriculture grant agreements and guidelines for conducting programs at the local level.
2. Maintains accurate financial and administrative records and a well-organized filing system for those records.
3. Works closely with and provides staff support to the Ionia/Barry Michigan Agricultural Environmental Assurance Program Team. Will take the lead in preparing annual grant application on behalf of the team.
4. Promotes Farm\*A\*Syst, Crop\*A\*Syst, Livestock\*A\*Syst, other \*A\*Systs, MAEAP initiatives, Clean Sweep, pesticide container recycling, equipment calibration, and other locally identified stewardship practices through displays, newsletters, group presentations, demonstrations, public service announcements, news releases, radio programs and other outreach means.
5. Conduct \*A\*Syst assessments and coordinate well-closures.

6. Assists landowners in developing emergency management plans for their farmsteads; promotes the use of emergency planning. Assists with the Clean Sweep program for Ionia and Barry Counties, and with other activities identified as important by the local Michigan Agricultural Environmental Assurance Program Team in this program area.

#### OTHER FUNCTIONS:

1. Serves as the Ionia and Barry Conservation District's contact person with the Michigan Department of Agriculture and Rural Development for the purposes of MAEAP.
2. Assists with the District's plant material sale and other activities per the Five Year Business Plan.
3. Assists with office and other programs as needed such as the Annual Meeting, Newsletters, Walk-in customers, answering telephones, general office upkeep, miscellaneous sales, and anything else not specifically listed yet deemed appropriate for District or office work.
4. Develops a weekly work schedule in consultation with the District Manager. Ability to work occasional weekend and evening hours as programs deem necessary.
5. Employee will assist and promote, through public relations, the District's events as requested by the District Directors and District Manager.
6. Assists in the preparation of District Records, Reports, and Annual & Long Range Work Plans.
7. Gives prepared presentations to groups on soil and water conservation topics as requested.
8. Prepares news articles of local interest and about general conservation subjects including notices of upcoming demos and workshops.
9. Completes occasional travel for trainings and meetings.

#### QUALIFICATIONS:

**EDUCATION:** A minimum of a B.S. Degree in agri-science, agronomy, crop, soil science, environmental science, or horticulture or equivalent.

## **EXPERIENCE:**

1. A minimum of two years of experience in natural resources or agricultural field work.
2. Experience working with dairy, livestock, or crops preferred.
3. Ability to interpret print materials and government policies for clients.
4. Restricted use applicators certification by the State of Michigan preferred.

## **ABILITIES:**

1. Excellent interpersonal and public communication skills (working with landowners, public speaking, writing)
2. Computer fluency as well as proficiency in the Microsoft Office suite of software, especially Word, Excel and Arc GIS mapping software.
3. Use of a personal vehicle is required (mileage reimbursement provided)  
Must be able to work efficiently outdoors in varying conditions and terrain;  
able to lift 50 pounds.
4. Must be able to pass a federal background security check.

## **COMPENSATION PACKAGE:**

Salary range is depending on qualifications. Benefits are negotiable.  
Employment will require completion of work agreement and annual performance evaluations.

## **TO APPLY:**

Send resume, list of references, and letter of interest to:

Email preferred: [melissa.eldridge@mi.nacdnet.net](mailto:melissa.eldridge@mi.nacdnet.net)

Or

Melissa Eldridge  
Ionia Conservation District  
431 Swartz Ct. Suite # 300  
Ionia, MI 48846

## **DEADLINE FOR APPLICATION**

Application must be received by **4 pm April 18, 2017** to be considered.

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