



MARQUETTE COUNTY CONSERVATION DISTRICT

Marquette County Conservation District Job Description

Title: Conservation Administration Assistant

Introduction

The Marquette Conservation District is seeking a full-time Conservation Administration Assistant to work in the Marquette County Conservation District Office (USDA Service Center). The Conservation Assistant will provide outreach and administrative support to the District Manager for an array of conservation programs and grant projects. The Conservation District is a local unit of government under the Department of Agriculture that provides natural resource support to Marquette County residents, and the Conservation Administration Assistant will support efforts to expand programs throughout the county.

Job Description

This position will focus on the growth of the Marquette County Conservation District by expanding outreach efforts and providing administrative support to the District Manager. The position will require a candidate enthusiastic about environmental education, who will assist with outreach efforts and maintain relationships with partner organizations and local municipalities within Marquette County. The position will also aid the District Manager in administrative tasks such as grant reporting, compiling board reports, and other tasks as assigned.

Duties:

- Represent the District in public appearances and provide environmental education to local schools, agencies, partners, and the public.
- Coordinate and strengthen conservation partnerships within the community by attending partner events, seeking new opportunities for partnerships and planning events with existing partners.
- Attend meetings for municipalities within the community and provide officials with updates on District projects and opportunities.
- Assist the District Manager in planning and leading educational workshops, volunteer events, fundraisers, and other events.
- Assist the District Manager with organizing and conducting spring tree sale and spring wildflower sales.
- Provide customer service support to walk-in customers and phone inquiries.
- Assist with public communications via e-newsletters, email updates, website updates, social media posts, poster marketing, etc.
- Prepare monthly board report for Board of Directors and assist with creation and distribution of MCCD's Annual Report.
- Compile grant reimbursement requests in coordination with District Manager.
- Seek RFPs that may fit the District's mission in order for the District Manager or Conservation Assistant to submit new funding requests.
- Occasionally provide field support on local projects, leading or assisting with conservation and restoration efforts.



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Qualifications

General knowledge and experience in natural resources, biology, geology, agronomy or related field. Experience with administering environmental education and outreach. Strong analytical, verbal and written communication skills. Ability to work cooperatively with individuals, groups and organizations. Background with office administrative skills such as Microsoft and Google Suites, basic graphic design, and inventory management platforms. Ability to learn new software and trouble shoot technical issues. Valid MI driver's license in good standing.

Salary Range and Position Details:

This is a full time, grant-based position, at 40 hours per week. Salary is based on qualifications and will start at \$25-26 per hour with increases available based on annual performance reviews and as funding allows. It is anticipated that annual renewals of grant funds and fundraising efforts will support this role. Schedule will typically be Monday through Friday, 8 AM to 4:30 PM, with flexibility to work remotely. Events will require a flexible schedule, including the occasional need to work evenings, weekends, or overnights. The candidate's personal vehicle may be requested for use for events if a district vehicle is not available. Personal vehicle use will be reimbursed at the current IRS mileage rate. Benefits include paid annual, sick, federal holiday time and an annual fringe benefit of \$1200. Preferred start date will be approximately October 16, 2023.

To Apply: Email a resume, cover letter, and references to mqtcondist@gmail.com. Applications will be accepted until 9/27/23 or until the position has been filled.



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