



Celebrating over 60 years of Natural Resource Stewardship

Marquette County Conservation District

- A. Position Title:** Urban Agriculture Assistant Coordinator
- B. Position Introduction:** New land use ordinances in Marquette County provide residents with the opportunity to raise small livestock including bees, chickens, and rabbits, and allows the construction of raised garden beds and season extension structures such as hoop- and green- houses. The Marquette County Conservation District (MCCD) is offering a series of four workshops that provide technical, hands-on assistance to city residents throughout the 2019 growing season. Participants will be given the opportunity to learn proper techniques for residential small livestock keeping, backyard mushroom inoculation, proper composting practices, and dependable construction of seasonal extenders and raised beds. The Urban Agriculture Assistant Coordinator will assist the District Manager and Produce Safety Technician in the planning and implementation of the four workshops, focusing on organization of the attendees, scouting for qualified educators, providing continuous communication between MCCD and the Urban Agriculture partners, ordering and inventory of workshop supplies, creating educational content and county wide surveys, and assisting with the final report.
- C. Application Deadline:** Monday, April 15th, 2019 by 4:00 PM.
- D. Starting Date:** Anticipated start date is the week of Monday, April 29th, 2019.
- E. General Conditions:** This is a grant funded, part-time, seasonal position. Anticipated time commitment is 10-15 hours per week. The usual work hours will be scheduled between the hours of 8:00 AM - 4:30 PM M-F. Some nights and weekends will be required based on when outreach events and meetings are scheduled. The assistant coordinator will be housed at the MCCD office at 780 Commerce Drive Suite C, Marquette, Michigan. There are no benefits offered at this time and no guarantee of position renewal. The starting wage (\$14 - \$16/hour) will commensurate with candidate's experience and education.
- F. Job Description:**
- a. **Grant duties:** Assist with workshop coordination, including: creating outreach materials, distributing surveys, taking inventory and ordering supplies associated with the workshops, data collection and analysis for final report, and event advertising. Attendance at each workshop is required.
 - b. **Miscellaneous duties:** Participate in a broad array of tree sale duties including tree sale data collection, preparation of outreach materials, assisting with packaging and inventory of nursery stock, and general customer service. The Assistant Coordinator may also: attend Marquette County Conservation District Board and Staff meetings, assist staff with quarterly newsletters, website and Facebook updates, and other activities as directed by Conservation District staff.
- G. Qualifications:** A desirable candidate will have a four-year degree in Environmental Conservation or Natural Resource fields of study and/or possess commensurate experience. Applicants should be well organized, motivated, and able to communicate with a wide variety of individuals, comfortable with public speaking and have the ability to write letters and press releases. A valid Michigan driver's license and use of a reliable, personal vehicle is required (mileage reimbursement included). Interested applicants should submit a resume, cover letter and reference list indicating relevant experience no later than Monday, April 15th, 2019 by 4:00pm to jaimi.mqtcondist@gmail.com. Title of email: Urban Agriculture Assistant Coordinator.