



# MICHIGAN UNITED *Since 1937* CONSERVATION CLUBS

*Uniting Citizens to Conserve, Protect and Enhance Michigan's Natural Resources and Outdoor Heritage*

PO Box 30235 Lansing, MI 48909 | 800.777.6720 P | [www.mucc.org](http://www.mucc.org)

## **Open Position: On the Water Coordinator**

**MUCC's Mission:** Founded in 1937, Michigan United Conservation Clubs is the largest statewide conservation organization in Michigan. Its mission is to unite citizens to conserve, protect and enhance Michigan's natural resources and outdoor heritage

### **MUCC Organizational Values**

- Fosters a conservation stewardship ethic in the public
- Protects the rights of the public to hunt, fish, trap and recreate outdoors
- Encourages the public to connect to our resources through active recreation
- Advocates for sustainable conservation practices and resource stewardship through sound scientific management.

### **On the Water Coordinator purpose:**

To create, implement, and maintain a volunteer aquatic habitat and riparian improvement program to effectively connect MUCC members and partners to the mission and core values of MUCC and promote recycling and reduction of solid waste to the general public.

### **On the Water Coordinator Role and Responsibilities:**

Responsibilities include but are not limited to outreach, volunteer coordinating, event preparation and facilitation, evaluation and grant reporting for the On the Water program.

### **On the Water:**

The On the Water Coordinator will assist with the promotion and coordination for volunteer habitat events throughout Michigan, including:

- Promoting and carrying out existing planned events for the 2019 fiscal year
- Coordinating with DNR staff, and other partner organizations in planning future events
- Working with the Education Director and Habitat Volunteer Coordinator to implement OTG Jr. events.
- Promoting the program to the public, including writing blogs, placement of advertising, and social media outreach.
- Identify funding sources where applicable and assist with grant writing and reporting requirements
- Maintain accurate recordkeeping and retain all paperwork from financial transactions
- Facilitate and/or perform maintenance of equipment as needed
- All other duties as assigned

### **MUCC Education and Outreach:**

The On the Water Coordinator will also work with the Education Director on other outreach and education duties as required, which may include:

- Invasive species education and outreach, including blogs and coordination of paid media campaign on aquatic invasives
- Represent and attend yearly sportshows throughout the state of Michigan
- Visit K-12 schools to provide presentations and hands-on learning opportunities for students

- Visit college classes and clubs to raise awareness of MUCC and conservation in Michigan

***Minimum Education and Required Licenses:***

- Bachelor's degree in Natural Resources, Recreation, Event Planning, or related fields
- Must have valid State of Michigan Driver's License and personal transportation

***Minimum Skills Required:***

- Ability to build and retain diverse partnerships and manage multiple priorities
- Strong communication, especially writing and public speaking
- Highly organized with strong attention to detail
- Ability to work independently with follow-through
- Licensed to drive in the State of Michigan and the ability to drive a pickup truck and trailer
- Must be first aid/CPR certified or willing to become certified
- Must have or be willing to obtain a Michigan Pesticide Applicator license within 6 months of employment

***Minimum Physical Expectations:***

- Physical activity that often requires extensive time working on a computer.
- Physical activity that often requires travel by car/truck.
- Physical activity that often requires lifting under 50 lbs
- Physical activity that often requires bending, stooping, reaching, climbing, kneeling, twisting and/or traversing uneven terrain.
- Regularly works in all outdoor weather conditions.
- Able to operate chainsaws and other power and hand tools

***Work Schedule and Compensation:***

Full time must be able to work weekends, and occasional evening and overnight travel is required. \$30,000-\$40,000 depending on experience. Full benefits including, medical, dental, vision, and 403b. This position is funded until September 30, 2020, and may be renewed based on successful funding applications.

***To apply:***

Please send a resume, cover letter, and three references to Shaun McKeon, Education Director, at [smckeon@mucc.org](mailto:smckeon@mucc.org). The position will be open until filled.