

**Michigan United Conservation Clubs**

**Position: Policy Assistant (Full Time, Non Exempt)**

**Organizational Objectives**

-          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

**Job Goals**

-          Protects the rights of the public to hunt, fish and trap

-          Advocates for science-based, sustainable conservation practices and resource stewardship

-          Fosters a conservation stewardship ethic in the public

**Job Responsibilities**

Assist in implementing the organization’s policy strategy, including

-          Analyzing and understanding conservation policy issues in Michigan

-          Representing the organization on workgroups and at the Natural Resources Commission

-          Educating and informing members and the public of policy initiatives and conservation actions through written communications, articles and regular blogs on MUCC.org

-          Tracking progress on current legislation and MUCC policy resolutions

- Providing testimony to the legislature and Natural Resources Commission

- Management of the Annual Convention resolution process

-          Assisting in meeting preparation, note taking and follow up with the MUCC Policy Board and Executive Board as needed

-          Assisting in meeting preparation and follow up with the Michigan Conservation Coalition

-          Assisting in meeting and special event preparation and follow up with the Michigan Legislative Sportsmen’s Caucus Advisory Council

-          Other tasks as needed

**Minimum Education**

A bachelor’s degree in the suggested fields of Environmental science, fisheries and wildlife, or related natural resources/natural science fields (i.e. geology, ecology, forestry etc.); environmental economics; environmental law/policy; political science; or parks and recreation.

**Minimum Experience**

Familiarity with Michigan’s hunting and fishing regulations and legislative process;

Written communication skills (technical and persuasive); public speaking;

basic Microsoft Office (Word/Excel/PPT); telephone skills; internet research.

Website and social media familiarity, willingness to have a Facebook/Instagram profile to assist in posting to MUCC’s accounts.

**Minimum Physical Expectations** of this position:

1. Physical activity that always requires keyboarding, sitting, phone work and filing.
2. Physical activity often requires extensive time working on a computer.
3. Physical activity that sometimes requires travel – car, and/or air.
4. Physical activity that sometimes requires lifting under 25 lbs.
5. Physical activity that sometimes requires bending, stooping, reaching, climbing, kneeling and/or twisting when filing.

**MUCC Offers:**

A salary range of $37,000-$45,000 depending upon your qualifications and experience.  An excellent package of health (high deductible with HSA), vision and dental insurance.  Participation in a TIAA-Cref 403b retirement plan.  A generous leave and time off policy that includes major holidays, the week between Christmas and New Year’s Day, and most Fridays off from the 1st of July through Labor Day.