



Montcalm Conservation District

77 S. State St.
Stanton, MI 48888
(989) 831-4212 Ext. 105
www.montcalmcd.org

Job Posting – Resource Recovery/Conservation Program Technician

Montcalm Conservation District is seeking a Resource Recovery/Conservation Program Technician. This position will coordinate, organize, and implement Resource Recovery/Recycling and Montcalm Conservation District programs and events with a focus on outreach and education. Duties include attending board and committee meetings, planning and organizing recycling and natural resource projects/events, active involvement in grant activity, preparing reports and agreements, establishing partnerships, coordinating workshops, and assisting other staff. Candidate must be a self-starter, able to work both independently and with others. Experience or familiarity with resource recovery/recycling, agriculture/natural resources and outreach for such is highly desired. A degree in agriculture, natural resources, environmental sciences or related field is required. Experience may be considered in lieu of degree. Candidate must pass a background check.

Essential Functions:

- Strong organizational skills
- Coordinate, monitor and maintain five recycling sites and the permanent electronics site
- Organize and execute Household Hazardous Waste, Tire/Electronics and other collection events
- Ability to coordinate projects, coordinate with partner organizations/vendors, recruit and manage volunteers
- Excellent customer service and communication skills (written and verbal)
- Competence in MS Office programs, industry specific software
- Grant/contract implementation
- Maintain positive relationships with municipalities. city/village managers, DPW staff, business owners and township officials to assure continuity of the resource recovery events as well as to assure positive impacts of the program
- Attention to detail and accuracy
- Excellent time management and punctuality

Additional skills preferred:

- Outreach materials development
- Public education and communication experience
- Knowledge of conservation programs, policies, and issues.
- Mainstream social media platform proficiency including content development
- Able to work efficiently outdoors in varying conditions and rough terrain; able to lift 50 lbs.

This is a full-time position; minimum of 40 hours/week, \$17 - \$20/hour depending on qualifications. Benefits include paid holidays, sick and annual leave, health insurance stipend, retirement program, mileage reimbursement and opportunities for training and skills development. Position requires intermittent time outside of regular office hours; duties require both office and field work. Position reports to District Manager.

Deadline for application is midnight Wednesday, December 21, 2022. Application materials (letter of interest, resume, references and unofficial transcript) may be sent as a single PDF to amber.snow@macd.org with "Resource Recovery/Conservation Program Technician" in the subject line. Position is open until filled.

Montcalm Conservation District is an equal opportunity employer and program provider.