



Montcalm Conservation District
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(989) 831-4212 x 105

Job Posting – Conservation Program Technician

Are you passionate about conservation, agriculture, environmental science and related fields? Do you enjoy the small business atmosphere, where coworkers develop friendships and share tasks spreading across multiple disciplines? Are you looking for a career that encompasses both in-office and field work, where no two days are the same? If you answered yes to any of the previous questions, consider joining our team as the new Conservation Program Technician at Montcalm Conservation District (MCD).

Established in 1948, MCD is a local unit of government, whose mission is enhancing Montcalm County's natural resources through conservation education, outreach, and partnerships. From cash crops and livestock to forests and grasslands, MCD services a primarily rural community. Partnering with groups like the Natural Resources Conservation Service (NRCS), MSU Extension, 4-H, and more, MCD promotes efficient land use, increased soil health, improved water quality and overall positive stewardship of the land.

Conservation Program Technician: Full-time position, minimum 40 hours/week, \$18 - \$20/hour depending on qualifications. Comprehensive benefit package including paid holidays, sick and annual leave, health insurance reimbursement, MERS retirement program, mileage reimbursement and opportunities for training / skills development. Position requires intermittent time outside of regular office hours. Position reports to District Manager.

Job Duties:

- Assist MCD and NRCS Staff
- Attend Board / Committee Meetings
- Organize Natural Resource Projects, Events and Workshops
- Participate in Grant Report/ Writing
- Coordinate MCD Invasive Species and Watershed Programs
- Create Social Media Content, Outreach Materials and Event Flyers
- Update / Maintain MCD website

Qualifications:

- Degree in Environmental Science, Agriculture, Natural Resources or related field preferred. Experience may be considered in lieu of degree.
- Knowledge of conservation programs, policies, and issues preferred.
- Competence in MS Office programs, social media platforms and website maintenance.
- Must pass background check.

Additional Skills:

- Project Coordination
- Volunteer Management
- Public Speaking
- Communication: Written and Verbal
- Customer Service and Professionalism
- Ability to Efficiently Work Outdoors (in varying conditions / rough terrain) and lift 30 lbs.

How to Apply:

Submit cover letter, resume and references in a single PDF to: montcalmcd@macd.org with subject line: "Conservation Program Technician Application." Submission Deadline: 11:59 p.m., Sunday, December 8, 2024; position open until filled.

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