

# Muskegon Conservation District

## Job Posting: Invasive Species Manager



### Position Summary

The Muskegon Conservation District (MCD) is seeking to hire 1 permanent, full-time (40 hours per week) Invasive Species Manager. This position is located at the Muskegon Conservation District office. The focus of this job is to lead and assist with programs and the creation of programs to treat invasive species in Muskegon County and surrounding counties.

### Responsibilities and Duties

- Manage awarded grants and contractual work to ensure the completion of tasks identified in grant contracts
- Track and manage project budget and finances
- Coordinating, scheduling, and securing permission from landowners for the treatment of invasive species on their properties
- Lead and assist with field work associated with projects that will be hands on, outside labor several days in a row
- Supervise and train District staff associated with specific grants and/or contractual projects
- Complete all financial and data reporting for all grants and projects
- Working with crews to ensure the proper data/documentation accuracy and maintain all data records as outlined by Michigan Law
- Ensure that the District adheres to the provisions of grant agreements and contracts while also obeying laws covering Conservation Districts.
- Maintain partner communications and updates on relevant projects and grants
- Attend WMCISMA trainings and meetings
- Assist local agencies, municipalities, organizations, and individuals with conservation programming
- Obtain funding for current and future programs through grant writing
- Keep maps updated using GIS
- Maintain District supplies and inventory

### Education, Knowledge, and Experience

- Bachelor's Degree in natural resources / agriculture or related field
- Excellent organizational, management, public presentation, and written communication skills
- Ability to work independently, or effectively with groups and individuals (including those with different philosophies, educational backgrounds, and/or economic status)
- Ability to use a computer and have experience in Google Platforms, Microsoft Word, Excel, Publisher and Adobe Acrobat.
- Use of GIS, GPS, and parcel mapping databases preferred
- Appreciation for and commitment to conservation of natural resources
- Must possess a valid Michigan Pesticide Applicator license or obtain 2 weeks after hire
- Strongly preferred to have two years previous experience of identifying and treating invasive species and/or knowledge of invasive species treatment methods.
- Must maintain a valid driver's license and pass a workplace drug screening test
- Knowledge of how to use and maintain power tools and heavy equipment is strongly preferred

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- Field work will require lifting and carrying up to 50 lbs. throughout the day
- Must have sufficient visual acuity to identify spills and other potential hazards in the workplace
- This position works around pesticides, and the employee runs the risk of such chemicals. Employees must be able to wear all required clothing and equipment.
- Position requires a valid driver's license, and will require a workplace drug screening test

#### **Working Conditions and Compensation**

The position is full time with the Muskegon Conservation District located at 4735 Holton Road, Twin Lake, Michigan 49457. Starting salary is between \$20-22 per hour based on qualifications. Benefits include paid holidays, vacation and sick leave, as well as employee health insurance plans and retirement stipend plans. Normal work hours are from 7:00am to 5:30pm Tuesday through Friday. Some flexibility with scheduling is permitted and from time to time may be required. Participation in a limited number of evening meetings and weekend events may be necessary. Travel outside of the office and county on behalf of the District could occur and will be reimbursed at the current federal rate. Training sessions, meetings and conferences may involve travel and/or overnight stays. The applicant must be open to training and mentoring to develop an in-depth understanding of conservation practices and programs that are available to assist property owners in conserving soil, water, and related natural resources. In addition, invasive species control and management require continual education and training to address new evolving environmental concerns.

**To Apply:** Position is open until filled. Please submit a cover letter indicating your interest and fit for the position, resume and three references by March 1, 2026 as a single PDF to Chelsey Lawton at [chelsey.lawton@macd.org](mailto:chelsey.lawton@macd.org) with the subject line "Muskegon CD Invasive Species Manager".