



Position Description: Director of Programs & Services

Location: St. Clair County, MI
Status: 30-40 hours/week, Flexible schedule, Contractor status
Experience: Bachelor's degree
Reports to: Board President/ Executive Director
Application deadline: April 1, 2022
Compensation Range: \$25-\$28/hr; commensurate with experience

About Friends of the St. Clair River

Friends of the St. Clair River is a nonprofit organization established in 2007 to inspire community action through stewardship, monitoring and education to restore, protect and enhance the St. Clair River watershed. Our work across 837 square miles in Michigan's Thumb improves economic, environmental, social, and recreational opportunities. We know healthy water, protected places, and vibrant communities make this region special. Celebrating and protecting those elements is what drives our programs and services. Our goal is to protect land and water and instill a conservation ethic in the people and places we serve. We accomplish this through community science, habitat protection, environmental education and responsible recreation. Through active leadership, project management and strategic partnerships, Friends of the St. Clair River influences strategy and vision of environmental sustainability while executing on-the-ground projects with immediate impacts on watershed health.

Position Summary

We seek a motivated, outgoing individual with a program-builder mentality who will continue to build and expand the conservation outcomes and sustainable funding of our thriving environmental education and land conservation programs, as well as will develop numerous new aspects of community-based conservation.

This is a position that consists of engaging partners to coordinate projects designed to help restore and enhance the ecosystems of the St. Clair River watershed. The candidate will provide a lead role to facilitate and integrate with conservation-oriented research on priority species, habitats, and ecosystems.

This position will advocate on behalf of the St. Clair River watershed by developing and implementing programs, activities, trainings and workshops to support Friends of the St. Clair River's mission, vision and strategic goals. The position operates within the boundaries of the St. Clair River watershed and works with Friends staff, Board of Directors, its stakeholders and volunteers.

Duties and Responsibilities:

1. Implement Habitat Improvement Projects

- Develop management plans that include timelines, deliverables and budget, and document and report on impacts and results; provide regular communication and necessary project oversight
- Advance adaptive and innovative practices to restore and care for plant and wildlife habitats and protect water quality
- Work with partners to assess, prioritize and implement watershed projects including removal of invasive species and conduct native plantings

2. Project Management

- Work with a variety of partners including landowners, conservation/civic groups, contractors, funders and regulatory authorities to accomplish environmental and sustainability goals

- Assist with the development of grants and contracts and work closely with Friends of the St. Clair River staff to ensure implementation is sound
 - Inventory and maintain stewardship equipment and tools
3. **Volunteer Cultivation & Management**
- Develop, retain, train and support current, potential and new volunteers
4. **Community Science**
- Engage in data collection and science communication to support education and outreach goals
 - Research, develop and /or produce marketing materials for outreach and education purposes
 - Assist with Friends public events, such as Sturgeon Festival
 - Provide outreach, education, and events as a forum for public engagement and awareness, instilling a sense of pride for the St. Clair River watershed

Minimum Qualifications:

- Bachelor's degree in conservation, biology, ecology, natural sciences, natural resources, environmental science, sustainability, or related field
- Ability to work effectively in a team setting and independently
- Excellent verbal and written skills
- The ability to manage expectations while working with a wide variety of stakeholders
- Demonstrate ability to handle multiple tasks and prioritize workload
- Experience and effective understanding of research protocols and data management
- Experience leading a broad range of ages and abilities; comfortable managing volunteers
- Knowledge and proficiency with web browsers, various social media, Microsoft Office and G-suite
- Experience with vegetation monitoring (i.e. gardening, landscaping) or biological fieldwork

On occasion, this position requires work to be conducted out-of-county, on weekends/evenings and may involve all weather activity. Must be able to wear waders, lift and carry large items, move about for extended periods of time, and tolerate a range of weather conditions. From May-October this position is likely to be in the field 50% of the time. A valid driver's license is needed and use of a personal vehicle is required to perform duties. A flexible approach to work and work schedules is needed. A working knowledge of GPS is helpful, but not required.

Kindly submit your resume and cover letter by April 1, 2022. Interviews will be conducted in April with anticipation of the position to start May 2022.

Apply

Mail to: Friends of the St. Clair River, P.O. Box 611496, Port Huron, MI 48061

Email: info@scriver.org