



Serving, educating and empowering our community for natural resource stewardship

940 N. Van Eyck St. • Muskegon, MI 49442 • Phone (231) 773-0008 • Fax (231) 767-1207

Published Announcement::

Natural Resource Technician Muskegon, MI. Fulltime Project / Grant Coordinator with Bachelors Degree in natural resource related field. Contact the Muskegon Conservation District for more information; or send cover letter, resume, and 3 references to Muskegon Conservation District, 940 N. Van Eyck St., Muskegon, MI 49442. Applications due February 1, 2008. Phone:231-773-0008.

Position Description:

Project Coordinator

Essential Functions

- Work in conjunction with project manager to implement District programs and grant programs
- Ensure that the District adheres to the provisions of grant agreements and contracts while also obeying laws covering Conservation Districts.
- Obtain funding for current and future District programs through grant writing
- Manage small demonstration grant projects
- Assist local agencies, municipalities, organizations, and individuals with conservation programming
- Coordinate other District staff for special initiatives, education, and outreach
- Maintain and update public information and data repository
- Other functions/duties as assigned

Education / Experience / Skills

- Minimum of a (2 year) Associates Degree in natural resources / agriculture
- Excellent organizational, 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)
- Appreciation for and commitment to conservation of natural resource
- Prompt to work and appointments

Project / Program Area Experience

- Work in the area of natural resource management and watershed planning
- Ability to work in the field constructing and/or supervising construction of conservation practices
 - Streambank erosion
 - Fish & wildlife habitat
 - Water quality and stormwater BMPs (Best Management Practices)
- Bid out and acquire engineering designs for prepared site plans
- Acquire MDEQ engineering design approval
- Prepare contracts for engineering and construction work
- Ability to use Microsoft Word; Excel; Access, PowerPoint, Outlook, Publisher, and ArcView

	Non-Degree	High School Diploma	2 Year Degree (Associates)	4 Year Degree (Bachelors)
Beginning Wage			\$10.00/hr	\$12.50/hr

Managing Our Natural Resources

All Conservation District programs and services are offered on a nondiscriminatory basis without regard to race, color, national origin, religion, sex, age, marital status, height or weight