



## Chippewa Luce Mackinac Conservation District

### Position Posted: Conservation Assistant, Conservation Planner

Expected Start Date: February 2021

#### Description:

The Chippewa Luce Mackinac Conservation District (CLMCD) is seeking enthusiastic applicants to serve as a Conservation Planner. The objective of the Conservation Planner is to increase the number of producers seeking technical assistance and program financial assistance through the Natural Resources Conservation Service (NRCS) Environmental Quality Incentives Program (EQIP) & Conservation Stewardship Program (CSP) as well as the leading producers towards environmental verification through the Michigan Agriculture Environmental Assurance Program (MAEAP) and enrollment under the Michigan Qualified Forest Program (QFP). The candidate will be based in Sault Ste. Marie, Michigan and will include assignments in all of Chippewa, Luce, and Mackinac counties. Duties will be performed under the direction of the CLMCD Executive Director and the NRCS District Conservationist.

#### Required Qualifications:

- **Bachelor's degree in the agriculture field, or natural resources field.**
- **NRCS Farm Bill Programs knowledge:**  
*-Describe in Application materials!*
- Willingness to learn new skills
- Grazing/Livestock background/knowledge
- Enjoy working with the public
- Superior customer service skills
- Excellent organization/self-starting skills
- Valid state issued license and reliable personal transportation
- Positive outgoing attitude

#### Preferred Qualifications:

- Grant writing experience
- Previous experience with Conservation District's
- Conservation program planning experience
- Forest industry experience
- GIS/GPS experience
- Previous job/program experience with NRCS

#### Essential Functions:

- Provide on-site technical assistance to private landowners under contract with USDA for the implementation of conservation practices.
- Assist landowners with understanding the USDA eligibility and application process.
- Assist clients with applying for financial assistance through USDA NRCS Farm Bill Programs including application processing, contract development, application ranking and document preparation for program selections.
- Conduct targeted outreach to landowners eligible for the CSP program.
- Prepare and conduct presentations on the CSP program as well as other NRCS, local and state programs.
- Stay up to date with program rules and regulations concerning administration of applications and contracting procedures for each Farm Bill program under NRCS responsibility.
- Communicate important deadlines and program updates to other CLMCD staff.
- Maintain accurate and organized records of customer interactions.
- Maintain client confidentiality.
- Serve as an inter-organizational representative between the CLMCD and NRCS by communicating landowner interest and progress and relevant updates on a daily basis.
- Assist contract holders with technical guidance regarding implementation of their practices.
- Assist the District Conservationist (DC) with monitoring progress of contract implementation, reviews, processing contract modifications and payments, and general correspondence as needed.

**Other Functions**

- Prepare regular, written reports to Conservation District Board (monthly).
- Assists with other CLMCD programs such as participating in the annual meeting, addressing resident inquiries related to technical assistance, and work closely with other District staff/programs to implement conservation programs and practices
- Assist the Conservation District to achieve deliverables as well as short- and long-term goals.
- Other duties and functions as assigned.

**Compensation:**

The position is a full time, temporary position with current funding for 12 months by a federal grant awarded to CLMCD. One additional year of funding may be available to extend the position another 12 months. The conservation planning assistant's salary will be \$41,600 (\$20.00/hour) with a \$2,080/yr. retirement benefit. The conservation assistant will also receive all federal holiday's, vacation and sick time. No other benefits are available for this position. The conservation assistant will be required to work 40 hours/week and compensated on a bi-weekly basis. Regular hours of duty are between 8:00am 4:30pm, but includes night and weekend hours with schedule flexibility. Candidate will be required to use personal vehicle at times with mileage compensation.

**How to Apply:**

Interested applicants should send a professional resume, cover letter, and a list of three (3) references to [clmcd@macd.org](mailto:clmcd@macd.org) with the subject: Conservation Planner Position or mail to CLMCD C/O Mike McCarthy, 2847 Ashmun St, Sault Ste. Marie, MI 49783 for consideration. **Applications preferred before January 22nd 2021. Open until filled.**

*Chippewa Luce Mackinac Conservation District is an Equal Opportunity Employer and Program Provider*