



Chippewa Luce Mackinac Conservation District

2847 Ashmun St. Sault Ste Marie, MI 49783

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Watershed Coordinator Position Description

The Chippewa Luce Mackinac Conservation District is currently seeking qualified candidates to fill the position of Watersheds Coordinator. The Watersheds Coordinator (WC) will be responsible for working on programs and grants to address water quality impairments and non-point source pollution by developing watershed management plans, planning and implementing best management practices, water infrastructure improvement projects, stormwater improvements projects, and water quality monitoring in watersheds across the Eastern Upper Peninsula. The WC will work to secure new projects and funding while maintaining/implementing current projects therefor grant writing/project management is a vital and important aspect of the position. Dependent on funding the position may also include supervisor duties of seasonal/parttime staff.

The WC will work closely with many partners, stakeholder groups, agricultural producers, and other citizens in the community. Maintaining good relationships and collaborating with project partners and stakeholders is of great importance to the success of this position. The ideal WC will be approachable and comfortable working in a rural environment and working independently. The ideal WC will have a background in or experience with agriculture specifically livestock production.

Specific duties are outlined below.

Major Duties

- **Grant Coordination, Recordkeeping, and Reporting** – The Coordinator will be responsible for implementing all aspects of various watershed related projects as written in various project proposals. The WC will work to obtain contractors through a competitive bidding process to install required BMP's when needed and will diligently record day to day activities for reporting purposes. Monthly and yearly reports will be required for CLMCD with additional reporting required by granting agencies.
- **Education and Outreach**- The coordinator will organize, facilitate, arrange logistics, and when appropriate serve as the primary educator for community-based workshops and other outreach events required for individual grants. This outreach work will include on-farm visits with producers, sometimes individually and sometimes in cooperation with the Natural Resource Conservation Service (NRCS), Farm Service Agency (FSA), and Michigan Agricultural Environmental Assurance Program (MAEAP) technician. Education and Outreach duties will also include production of brochures, flyers, and postcards targeted towards specific watershed user groups as well as committee meetings, public engagement meetings and others.
- **Agricultural Best Management Practice Implementation**- The WC will work with agricultural producers and partner agencies (NRCS, FSA) to develop conservation plans and coordinate the implementation of best management practices, including, but not limited to surface water exclusion fencing, heavy use area protection, waste storage facilities, watering facilities, controlled stream crossings for livestock, buffer strips, composting pads, streambank and gully stabilization, and roof runoff structures.
- **Green Infrastructure/stormwater/water quality improvement/monitoring** – The WC will work with current grants to implement green infrastructure and stormwater improvement projects which includes working with local governments and landowners to create rain gardens, bio-swales, tree planting, stream crossing improvement and other water quality improvement projects. The WC will also work to create and implement a volunteer led water quality monitoring program using established state programming and search for sustainable funding opportunities for the long-term stability of the water quality monitoring program.
- **Project Development**- The WC will work with CLMCD staff, partner agencies, stakeholders, and landowners to identify potential future projects and develop grant proposals for future watershed work based on watershed process and various management plans. This component of the job is vital for the sustainability and longevity of the Watershed Coordinator Position.
- **Other duties as needed**

Minimum Skills and Qualifications:

- Bachelor's degree in a natural resources or environmental field from an accredited institution is preferred.
 - *Extensive relevant professional experience may be substituted for the education requirement on a case-by-case basis.*
- At least one (1) year experience with watershed management planning or implementing watershed level Best Management Practices.
- Ability to collaborate and develop positive working relationships with landowners, interest groups, partner agencies, stakeholders, and government agencies.
- Excellent written and oral communication skills and presentation experience
- Ability to independently organize and multi-task on several different projects and activities at the same time while providing timely follow-up to project partners and stakeholders. Efficient and effective time management/project management is a must.
- Working knowledge of watershed issues, non-point source pollution remediation strategies, agricultural conservation practices, and watershed management. An understanding of agricultural conservation programs, in particular NRCS, FSA and MAEAP programs, is a plus.
- Computer skills are important, including Word, PowerPoint, Excel, and GIS (QGIS)
- Ability to travel to overnight conferences and work some nights and weekends as needed.
- Must have a valid driver's license with clean record and reliable personal transportation (mileage reimbursement for field work is available)
- Experience working on livestock farms including beef, horse, and sheep.
- Experience using EPA STEPL or PLET nutrient loading calculations and non-point source pollution reduction calculators/ equations
- Must be able to pass federal background security clearance

Working Environment:

Work requires working with NRCS, FSA, the Chippewa Luce Mackinac Conservation District, MAEAP technician, watershed user groups, watershed councils, contractors, landowners, and operators for the purpose of exchanging information, providing technical assistance services, and for the implementation of conservation practices. Work will be conducted both in the office and in the field. The employee will frequently make field visits that may involve walking on rough terrain, carrying heavy equipment, or climbing steep banks during all (safe) weather conditions. The position requires average agility and dexterity during field visits. Protective gear and clothing such as hard hat, boots, and gloves may be necessary during field visits. The position may also include use of light duty machinery such as an earth auger or other small machines.

Salary and Position Details

The WC will be directly supervised by and work closely with the Executive Director of the Chippewa Luce Mackinac Conservation District. The position is a full-time permanent position funded by various grants. Right now the position has funding through September 2026. Continued funding past then will be dependent on the chosen candidate's ability to write for and achieve additional funding, with some funding opportunities already submitted for and awaiting reply. The WC starting wage will be \$21.00 - \$23.00/hr dependent on the candidates' qualifications. With time served, experience gained, and funding awarded the wage will increase. The WC 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 a flexible work schedule will be required for occasional night and weekend hours when necessary. Benefits include paid time off (PTO), holidays, Flex time, \$2,080/year (paid quarterly) contribution to an individual retirement savings (IRA), tired health insurance stipend (paid quarterly), dental insurance, and vision insurance.

How to Apply:

Serious applicants only should submit a professional resume, cover letter, and a list of three (3) professional references, one of which who can speak to your experiences under the required qualifications to clmcd@macd.org with the subject: Watershed Position or mail to CLMCD C/O Mike McCarthy, 2847 Ashmun St, Sault Ste. Marie, MI 49783 for consideration. Application materials are due by April 5, 2024 by 4:30pm or until position is filled, preference will be given to applications received by that date. Candidates should be prepared start the position in May 2024.