Barry Conservation District  
Invasive Species Coordinator (1 Position)  
Full-time (40 hrs/wk) Permanent  

Employer: Barry Conservation District (BCD)  
Office Location: 1611 S Hanover St, Hastings, MI 49058  
Pay: Hourly $23-$24  
Benefits: paid vacation; personal/sick leave; federal holidays, and a 4% quarterly benefits stipend  
Position start date: Immediately  

General Description: The Invasive Species Coordinator organizes and runs the Barry Calhoun Kalamazoo (BCK) Cooperative Invasive Species Management Areas (CISMA) program and coordinates and implements all invasive species grants and contracts. This position reports to the BCD Executive Director under guidance from the BCK CISMA Steering Committee.  

Main Position Duties:  
- Manage all BCK CISMA grants and contracts; ensure project success  
- Procure and comply with all required permits, licenses, and insurance; ensure CISMA compliance with state and federal laws  
- Keep accurate and up-to-date records of all BCK CISMA activities and data, including pesticide application  
- Comply with and complete all required pesticide application reporting  
- Develop new agreements to improve BCK CISMA financial sustainability  
- In conjunction with the Program Specialist, plan seasonal work, train and oversee field crew to ensure fieldwork success  
- Implement the BCK CISMA Strategic Plan and update it as needed  
- Write invasive species articles and press releases  
- Answer phone calls, emails, and mail from the public  
- Coordinate, schedule, and follow up with landowners for site assessments and treatments  

Other Position Duties:  
- Survey for and treat invasive species  
- Schedule and plan meetings, prepare agendas, lead meetings  
- Maintain partner communications via emails, phone calls, and/or newsletters  
- Organize and host meetings, public workshops, presentations, events, and volunteer workdays, and attend public events  
- Design outreach materials, write letters to landowners, etc.  
- Update BCK CISMA and BCD websites and post on BCK CISMA/BCD social media  
- Attend and, on occasion, present at conferences and meetings  

Working Conditions  
The BCK CISMA works primarily out of the BCD office in Hastings, Michigan.  
The regular work schedule is full-time, 40 hours per week, 8a to 4:30p Monday through Friday. This position is primarily an office position but does require some fieldwork (estimated 20% fieldwork), nights, weekends, and occasional travel. Flex time and remote work are available, pending approval from the Executive Director.  
This position will require the applicant to conduct fieldwork in variable weather conditions, and variable and rugged terrain and be able to lift and carry 50 pounds.  
The BCK CISMA works with pesticides, and this position runs the risk of exposure to such chemicals. This position must wear all required safety clothing and equipment and have sufficient visual acuity to identify spills and other potential hazards. This position will be required to become a Michigan-certified pesticide applicator and to apply herbicide following all permits and label procedures.
**Required Qualifications**
- Field Experience
- Background or education in natural resources management or related field
- Attention to detail
- Work with little or no supervision
- Ability to take direction and work collaboratively
- Ability to take initiative and work independently
- Strong written and verbal communication skills
- Must be able to pass a Federal background security check
- Must be (or able to become) a certified or registered Michigan Commercial Pesticide Applicator in Categories 2, 5, and 6 (paid for by the employer, if needed)
- Must possess and maintain a valid driver’s license.

**Preferred Qualifications**
- Already certified or registered Michigan Commercial Pesticide Applicator in Categories 2, 5, and 6
- A bachelor’s degree and/or background in natural resources management, biology, or ecology
- Proficiency in identifying Michigan native and invasive plants
- Proficiency in ArcMap, ArcOnline, FieldMaps, and/or Garmin handheld GPS for waypoint and path management
- GIS experience
- Prior leadership experience

**To Apply:** Send a resume, a list of 3 references, and a one-page cover letter to barryconservation@gmail.com with “BCK CISMA Invasive Species Coordinator” in the subject line. Applications will be reviewed and candidates interviewed on a rolling basis.

*Barry Conservation District is an Equal Opportunity Employer and Program Provider*