

## **Natural Resource Management & Outreach Specialist:**

**REPORTS TO:** Otsego Conservation District Manager

**HOURS:** Monday - Friday 8am-4:30pm (32 hours) (Some schedule change is required for, but not limited to: special events and weekend programs)

**OVERARCHING RESPONSIBILITY:** This position works to inspire our participants to make a closer connection to nature through effective educational experiences, as well as, providing management assistance to landowners.

**RESPONSIBILITIES INCLUDE** (Other duties may be assigned as appropriate):

Develop and implement creative and enriching science-based environmental education programs for school groups, camp groups, and weekend programming.

Write grants to cover programming cost

Conduct and assist with off-site (outreach) programs

Conduct site visits with Otsego County landowners to provide species identification, management goal assistance, forest or shoreline health observations, etc.

Connect landowners with industry professionals who can help them reach their management goals.

Facilitate OWLS cost share programs in Otsego County.

This position would work with:

- **the public, Lake Association, and water front property owners.**
- **farmers and ag producers**
- **Non-Farmed Landowners**

This position would be expected to continue current work with programs such as:

- Recycling Program – Work with Recycling Coordinator on site cleanup and education/outreach.
- Assist with the Otsego County Household Hazardous Waste Program.
- Coordinate 8<sup>th</sup> grade natural resource day at the Groen Nature Preserve.
- Work with Gaylord and Johannesburg-Lewiston Schools on school forest properties.
- Promoting native plants through: pollinator, rain garden, riparian buffer, and other workshops.
- Facilities the Conservation Day Camp.
- Assist with organizing the annual Art in the Garden Festival
- Recruit, train and support volunteers to advocate district programs.

**Basic Qualifications:**

- Degree in environmental science, sustainability, education, forestry, or related field
- Effective written and verbal communication skills
- Positive attitude and willingness to follow instructions
- Ability to take initiative in their duties
- Effective at time management
- Comfortable interacting with all ages
- Valid Driver's License required

**Desired Qualifications:**

- Classroom, informal or camp education experience
- Forest management plan or health assessment experience

This is a Part-time, salaried position at \$30,000 annually with benefits.

This position is subject to budget review on a yearly basis.

To Apply: Please send a thoughtful cover letter, resume and references to [kdraeger@otsegocountymi.gov](mailto:kdraeger@otsegocountymi.gov). Resumes accepted until March 6<sup>th</sup>, 2026. For more information call (989) 732-4021 or email [kdraeger@otsegocountymi.gov](mailto:kdraeger@otsegocountymi.gov)

Final offers of employment are contingent upon the successful completion of a background check that may include employment history, national criminal background check, national sex offender registry search, fingerprinting, and a driving check.