

Application deadline: March 26, 2017 EOD

Position Available: Habitat Restoration Program Specialist

Description

The Great Lakes Commission (GLC) has an immediate opening for a self-starting, highly motivated team player to join our team. This position will report to the program managers for Coastal Conservation and Habitat Restoration and Aquatic Invasive Species Prevention and Control, and will coordinate projects in those areas. The incumbent must be an excellent communicator with a background in natural resources or a related field. Experience managing projects and federal grants, and planning, coordination and facilitation of meetings is preferred.

Responsibilities

The Habitat Restoration Program Specialist will work with the Program Manager to coordinate the administration of projects under the GLC's NOAA-funded regional habitat restoration partnership to restore fish and wildlife habitat in Great Lakes Areas of Concern. The program specialist will also support regional projects focused on preventing, managing and controlling aquatic invasive species (AIS).

Specific responsibilities include:

- Tracking progress in achieving regional habitat restoration goals;
- Tracking administration and management of federal grants and contracts;
- Coordinating grants and contract materials in collaboration with the Program Manager and local partners;
- Providing expertise and input on habitat restoration activities;
- Planning and organizing meetings and workshops;
- Coordinating and communicating with funding recipients and local partners;
- Coordinating team meetings;
- Promoting communication, coordination, partnerships and technology transfer between federal, state, and local partners in the public and private sectors;
- Developing communications and outreach materials and tools to promote habitat restoration and AIS programs;
- Assisting the GLC's member states and federal and local partners in advancing coastal conservation, habitat restoration and AIS control efforts in the Great Lakes region.

Qualifications

The ideal candidate is detail-oriented and organized, excels at communication (both verbal and written), and has a solid natural resources background with knowledge of Great Lakes habitat and invasive species issues. Required and preferred qualifications include:

Required Qualifications:

- Master's degree in natural resources management, environmental science, or a related field, and two years of experience; or a bachelor's degree and four years of equivalent experience;
- Demonstrated communication skills (both verbal and written);
- Experience with habitat restoration and aquatic invasive species;
- Knowledge of the Great Lakes Areas of Concern program;
- Experience with project coordination, meeting planning and facilitation;
- Experience collaborating with federal, state, local and other partners;
- Experience providing committee support;
- Strong leadership skills;
- Familiarity with social media, Wordpress and webinars;
- Team player, interested in working collaboratively with both GLC staff and project partners;
- Self-motivated, energetic, critical thinker.

Preferred Qualifications:

- Experience managing federal grants and contracts;
- Experience writing grant proposals and supporting program development efforts;
- Knowledge of Great Lakes issues and programs, regional government, water quality, land use and/or resource management.

Benefits

The Great Lakes Commission offers a competitive salary and comprehensive benefits package.

Work environment

The majority of work is performed in an office setting with no unusual workplace demands. The incumbent must be able to work in a fast-paced, time-sensitive, sometimes stressful environment, requiring significant time management skills to complete assignments and meet deadlines. Occasional travel will be required.

Application process

To apply for this position please submit a cover letter and resume by e-mail to the following address:

Great Lakes Commission
ATTN: Habitat Restoration Program Specialist
2805 S. Industrial Hwy., Suite 100
Ann Arbor, MI 48104-6791
E-mail: vacancy@glc.org

About the Great Lakes Commission

The Great Lakes Commission was established in 1955 with a mandate to “promote the orderly, integrated and comprehensive development, use and conservation of the water resources of the Great Lakes basin.” Founded in state law with U.S. federal consent, with membership consisting of the eight Great Lakes states and associate member status for the provinces of Ontario and Québec, the Commission pursues four primary functions: communication and education, information integration and reporting, facilitation and consensus building, and policy coordination and advocacy. Each Member jurisdiction is represented by a delegation consisting of three to five members who are appointees of the respective governor or premier, legislators or senior agency officials. A board of directors, consisting of the chair of each delegation, is the Commission’s executive body. In carrying out its initiatives, the Commission works in close cooperation with many partner organizations, including U.S. and Canadian federal agencies, binational institutions, tribal/First Nation governments and other regional interests. Representatives appointed by partner entities participate extensively in Commission activities through a formal Observer program. The Commission is supported by a professional staff in Ann Arbor, Mich. Learn more at www.glc.org.

Note: The Great Lakes Commission, as an equal opportunity employer, complies with applicable federal and state laws prohibiting discrimination. It is the policy of the Great Lakes Commission that no person shall be discriminated against, as an employee or applicant for employment, because of race, color, national origin, religion, age, sex, height, weight, sexual orientation, marital status, partisan considerations or a disability or genetic information that is unrelated to the person’s ability to perform the duties of a particular job or position.