

## Position available: Adaptive Management Program Specialist

### Description

The Great Lakes Commission (GLC) has an immediate opening for a self-starting, highly motivated team player to join our coastal conservation and habitat restoration program area. The Adaptive Management Program Specialist reports to the coastal conservation program manager and will assist with implementation of the [Phragmites Adaptive Management Framework](#) (PAMF), a program to improve the efficiency and effectiveness of *Phragmites* management across the Great Lakes basin. The GLC's portfolio of habitat restoration projects target a variety of issues and rely heavily on regional coordination and collaboration to achieve desired outcomes. Visit the [Great Lakes Phragmites Collaborative website](#) for more information on the collaborative and the *Phragmites* Adaptive Management Framework. This is a two-year position based at the GLC's office in Ann Arbor, Michigan. Continued employment may be possible based on mutual interest and available funding. Both PAMF and the GLPC are shared efforts between the Great Lakes Commission, the U.S. Geological Survey, and many federal, state, nonprofit, and private partners.

### Responsibilities

The Adaptive Management Program Specialist will be responsible for a variety of activities in support of the GLC's programs and specifically PAMF, including coordinating the implementation of the PAMF program, collaborating with professional and citizen scientists, liaising between participants, program developers, and researchers, providing outreach and assistance to program participants, managing and troubleshooting the flow of data, preparing presentations and written documents, planning and facilitating meetings, and other related work. Frequent travel around the Great Lakes basin, including Canada, will be required.

Specific responsibilities include:

- Participate as a member of a team to develop the PAMF program, create participant resources, and assist with data collection and management
- Coordinate implementation of the program and serve as the main point of contact for participants
- Recruit, train, and steward participants and regional stakeholders to increase and sustain program engagement
- Ensure project protocols are followed, data are properly maintained, and schedules are kept
- Assist with the coordination, planning, facilitation, and documentation of project team meetings, regional meetings and workshops
- Develop communications materials including program documents, website content, instructional videos and/or webinars, and other resources in support of project activities

- Provide written and verbal communications to diverse partner and stakeholder groups
- Promote communication, coordination, partnerships, and information-sharing between federal, state, and local partners in the public and private sectors
- Coordinate with other adaptive management experts to promote continuity among PAMF participants, stakeholders, researchers, and staff in the Great Lakes basin

## Qualifications

The incumbent must be organized, collaborative, and detail-oriented with a background in natural resources, invasive species, or a related field. The ideal candidate has an aptitude for communication, team building, and program development. Strong written and verbal communication skills are a must, including the ability to explain complex scientific topics to resource managers and the public. Experience working with non-native *Phragmites*, knowledge of adaptive management, management of large data sets (ideally using the R statistical environment), and familiarity with decision support models is required. Experience communicating with different audiences (e.g., public, scientific, and policy) and interest in collaborating with a diverse stakeholder group is also necessary.

### Required Qualifications:

- Master's degree in natural resources management, environmental science, or a related field; or a bachelor's degree and two years of relevant experience
- Demonstrated communication skills (both verbal and written)
- Solid knowledge of adaptive management
- Strong leadership skills, including meeting planning and facilitation
- Team player, interested in working collaboratively with both GLC staff and program participants
- Self-motivated, energetic, critical thinker
- Familiarity with web-conferencing/remote meeting technology and social media
- Strong computer skills including MS Office Suite and operational skill with the R statistical package

### Preferred Qualifications:

- Knowledge of invasive species prevention and management, including *Phragmites australis*
- Familiarity with group facilitation, engagement, and stewardship
- Experience writing grant proposals and supporting program development efforts
- Familiarity with ArcGIS, database management, and predictive modeling

## Benefits

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

## Work environment

The majority of work is performed at our office in Ann Arbor, Michigan, with no unusual workplace demands. Occasional field work will require moving through wetlands and other environments, often during inclement weather. The incumbent needs to be able to work in a fast-paced, time sensitive environment, requiring significant time management skills to complete assignments and meet deadlines. Travel will be required.

## **Application process**

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

**E-mail:** [vacancy@glc.org](mailto:vacancy@glc.org)

**ATTN: Adaptive Management Program Specialist Position**

## **About the Great Lakes Commission**

The GLC 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 the GLC pursues four primary functions: communications and outreach, information management and delivery, facilitation and consensus building, policy coordination and advocacy, and regional project management. The Commission consists of governors’ appointees, state legislators, and agency officials from its eight member states. Associate membership for Ontario and Québec was established through the signing of a “Declaration of Partnership.” In carrying out its initiatives, the GLC 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 GLC activities through a formal Observer program. The GLC is supported by a professional staff in Ann Arbor, Michigan. Learn more at [www.glc.org](http://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.