
Application deadline: April 6, 2023

Program Specialist

Description

The Great Lakes Commission (GLC) has an immediate opening for a self-starting, highly motivated team player to join our staff. This position will work under the direction of GLC project managers, assisting with implementation of various aquatic invasive species (AIS) projects and provide support to regional collaboratives coordinated by the GLC. The GLC's portfolio of invasive species projects target a variety of invasive species issues and rely heavily on regional coordination and collaboration to achieve desired outcomes.

Responsibilities

The program specialist will be responsible for a variety of activities in support of the GLC's AIS program, including project planning and implementation; communication with multiple partners; outreach to diverse stakeholder audiences; preparation of presentations and written documents; meeting planning, coordination and facilitation; assisting with grant reporting; and related responsibilities.

Specific responsibilities include:

- Provide staff support to invasive species initiatives including the Great Lakes *Phragmites* Collaborative, the Invasive Mussel Collaborative, the European Frog-bit Collaborative, the Great Lakes Panel on Aquatic Nuisance Species, and Great Lakes AIS Landing Blitz
- Assist with the coordination, planning, facilitation and documentation of collaborative meetings and workshops, including committee/work group meetings
- Conduct literature reviews, policy analysis, and other research to support the development of fact sheets, reports, briefing papers and other written materials
- Organize educational webinars for diverse audiences on priority invasive species topics
- Develop content for and assist in maintenance of electronic communications, including biweekly e-newsletters, and websites
- Provide clear written and verbal communications to diverse partners and stakeholder groups

Qualifications

A master's degree in natural resources, environmental science or a related field; or a bachelor's degree plus two or more years of experience is required, along with the following qualifications:

- Working knowledge of natural resources management, ecology and/or aquatic sciences
- Experience with Microsoft Office products
- Ability to work independently and as part of internal and external teams
- Ability to communicate effectively verbally and in writing
- Self-motivated and organized with strong attention to detail
- Excellent communication and time management skills

The ideal candidate would also bring one or more of the following skills and experience to the position:

- Knowledge of Great Lakes issues and programs, regional government, water quality, land use and/or resource management
- Knowledge of aquatic invasive species prevention and management
- Familiarity with social media, website content management (e.g., Wordpress), and webinar platforms
- Communications experience

Appointment

Position Classification

The position is classified as regular – full-time as defined by the GLC’s personnel policies.

Compensation and Benefits

The starting salary range for this position is \$55,000 - \$59,000 per year depending on education, skills, and experience. The GLC offers a competitive salary and comprehensive benefits, including generous leave time, flexible schedules, medical, dental and vision insurance, and a retirement match program.

Work Environment

The GLC is located in Ann Arbor, Michigan. It is expected that the majority of work will be performed in the GLC’s office; however, telework may be considered. This position requires occasional travel.

Application Process

Applicants must submit a cover letter and resume stating their interest in and qualifications for the position in a single email to vacancy@glc.org. All required items must be provided for an application to receive consideration. *No phone calls, please.*

About the Great Lakes Commission

The Great Lakes Commission is a binational government agency established in 1955 to protect the Great Lakes and the economies and ecosystems they support. Its membership includes leaders from the eight U.S. states and two Canadian provinces in the Great Lakes basin. The GLC recommends policies and practices to balance the use, development, and conservation of the water resources of the Great Lakes and brings the region together to work on issues that no single community, state, province, or nation can tackle alone. Learn more at www.glc.org.

Equal Opportunity Employer

The Great Lakes Commission strives to create an inclusive, diverse and non-discriminatory workplace. The Great Lakes Commission is an equal opportunity employer; the Great Lakes Commission complies with applicable federal, state and local laws prohibiting discrimination. It is Great Lakes Commission policy that no person shall be discriminated against, as an employee or applicant for employment, because of race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, marital status, political affiliation, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.