
Application deadline: December 2, 2022

Senior 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 projects and providing support to several issue-specific regional collaboratives coordinated by the GLC. This position particularly will support the GLC's portfolio of invasive species projects addressing a variety of invasive species issues relying heavily on regional coordination and collaboration to achieve desired outcomes. Over time this position may support projects focused on other Great Lakes issues, depending on agency needs.

Responsibilities

The senior program specialist will work with internal and external teams responsible for implementing projects managed by the GLC. The position will be responsible for a variety of activities, including but not limited to communication with partner agencies; outreach to diverse audiences; preparation of presentations and written documents; meeting planning, coordination, and facilitation; and assisting with grant reporting.

Specific responsibilities include:

- Provide staff support to invasive species forums including the Great Lakes Panel on Aquatic Nuisance Species, the Great Lakes *Phragmites* Collaborative, the Invasive Mussel Collaborative, and the European Frog-bit Collaborative
- Assist with the implementation of the *Phragmites* Adaptive Management Framework; recruit, train, and steward participants and regional stakeholders to increase and sustain engagement in the program
- Independently develop and maintain content on project websites
- Lead the coordination, planning, facilitation, and documentation of meetings and workshops
- Conduct literature reviews, policy analyses and other research to support the development of fact sheets, reports, briefing papers, and other written materials
- Organize and run educational webinars for diverse audiences on priority invasive species topics
- Utilize written and verbal communication skills to translate complex data into easily understood information
- Represent the GLC and project teams at workshops, meetings and conferences

Qualifications

A master's degree with two years or more of relevant full-time experience; or bachelor's degree with at least five years of relevant full-time experience is required, along with the following qualifications:

- Working knowledge of natural resources management, ecology and/or aquatic sciences
- Ability to execute project tasks and manage time effectively with minimal supervision
- Strong writing skills and ability to communicate effectively verbally and in writing

- Self-motivated and organized with strong attention to detail
- Experience working with stakeholders and fostering their engagement in group settings (e.g., task forces, committees, councils)
- Ability to work with different software programs including the Microsoft Office Suite of programs and the R statistical package

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

- Knowledge of Great Lakes issues and programs, 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
- Familiarity with ArcGIS, database management, and predictive modeling
- Experience writing grant proposals and supporting program development efforts
- Experience leading projects with a diverse set of stakeholders

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 \$62,000-64,000 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.