**Montcalm Conservation District**



77 S. State St.

Stanton, MI 48888

(989) 831-4212 Ext. 105

www.montcalmcd.org

**Job Posting – Resource Recovery/Conservation Program Technician**

Montcalm Conservation District is seeking a Resource Recovery/Conservation Program Technician. This position will coordinate, organize, and implement Resource Recovery/Recycling and Montcalm Conservation District programs and events with a focus on education. Duties include attending board and committee meetings, planning and organizing recycling and natural resource projects/events, active involvement in grant activity and monitoring of same, preparing reports and agreements, establishing partnerships, coordinating workshops, and assisting both the Conservation District and Natural Resources Conservation Service staff. Candidate must be a self-starter and able to work both independently and with others. Experience or familiarity with resource recovery/recycling, agriculture/natural resources and outreach for such is highly desired. A degree in agriculture, natural resources, environmental sciences or related field is required. Experience may be considered in lieu of degree. Candidate must pass a background check.

Essential Functions:

* Strong organizational skills
* Coordinate, monitor and maintain five recycling sites and the permanent electronics site
* Coordinate and execute Household Hazardous Waste and Tire/Electronics events
* Ability to coordinate projects, coordinate with partner organizations/vendors, recruit and manage volunteers
* Excellent customer service and communication skills (written and verbal)
* Grant management
* Competence in MS Office programs, website design/maintenance, mainstream social media platforms including content development
* Maintain positive relationships with municipalities. city/village managers, DPW staff, business owners and township officials to assure continuity of the resource recovery events as well as to assure positive impacts of the program
* Attention to detail and accuracy
* Excellent time management and punctuality

Additional skills preferred:

* Outreach materials development
* Grant writing
* Public education and communication experience
* Knowledge of conservation programs, policies, and issues.
* Able to work efficiently outdoors in varying conditions and rough terrain; able to lift 30 lbs.

This is a full-time position; minimum of 40 hours/week, $17 - $20/hour depending on qualifications. Benefits include paid holidays, sick and annual leave, health insurance stipend, mileage reimbursement and opportunities for training and skills development. Position requires intermittent time outside of regular office hours. Position reports to District Manager.

Deadline for application is midnight Saturday, March 19, 2022. Application materials (letter of interest, resume, references and unofficial transcript) may be sent as a single PDF to [amber.snow@macd.org](mailto:amber.snow@macd.org) with “Resource Recovery/Conservation Program Technician” in the subject line. Position is open until filled.

*Montcalm Conservation District is an equal opportunity employer and program provider.*