

Program Technician Position Starting Date: January 2012
Application must be received by January 18, 2012 to be considered.

POSITION OBJECTIVE:

To oversee and implement all aspects of the Michigan Agricultural Environmental Assurance Program (MAEAP) in Chippewa, Mackinac and Luce Counties. This is a grant funded position. This position will deliver the MAEAP through on-farm technical assistance, using farm specific risk assessments, educations and conservation plan development to implement practices, and coordinate local, state and federal agency resources to help reduce identified environmental risks, and make progress toward MAEAP verification.

RELATIONSHIPS:

The Technician is supervised by – and reports to the Chippewa East Mackinac Conservation District Executive director. The Technician works closely with local advisory team in developing priorities for the program. This position is located in Sault Ste Marie, MI.

ESSENTIAL FUNCTIONS:

1. Coordinates all aspects of the multi-county Michigan Agricultural Environmental Assurance Program and is fully familiar with, and adheres to, the Michigan Department of Agriculture and Rural Development grant agreement and guidelines for conducting the program at the local level.
2. Maintains accurate records and a well-organized filing system for those records.
3. Maintains client confidentiality.
4. Promotes Farm*A*Syst, Crop*A*Syst, Livestock*A*Syst, Clean Sweep, Pesticide container recycling, equipment calibration and other stewardship practices through displays, newsletters, group presentations, demonstrations, public service announcements, news releases, radio programs, and other means.
5. Conducts Farm*A*Syst, Crop*A*Syst, and Livestock*A*Syst assessments and coordinates abandoned well-closures.
6. Conducts at least one on-farm field day that highlights MAEAP, MAEAP farmstead System, MAEAP Livestock and/or Cropping System farming practices and qualifies for MAEAP education credit.
7. Assists landowners in developing emergency management plans for their farmsteads; promote the use of emergency planning, and other activates identified by the local team as important in this program in this program area.
8. Works closely with USDA-NRCS District Conservationist in all three counties to provide technical assistance necessary for producers to access USDA Farm Bill cost-share funds.
9. Provide timely, monthly reports and updates to MDARD and the CD Board of Directors.
10. Other essential activities as required by the MDARD grant agreement.

OTHER FUNCTIONS:

1. Serves as the contact person with the Michigan Department of Agriculture and Rural Development for the purposes of the Michigan Agricultural Environmental Assurance Program.
2. Assists with office and other programs as needed and requested such as annual meeting, newsletter, walk-in customers, answering telephones, general office upkeep, tree and miscellaneous sales. And anything else not specifically listed yet deemed appropriate by the Conservation District Executive Director.
3. Develops a weekly schedule in consultation with the Executive Director.
4. Employee will assist and promote, through public relations, the District's events as requested.
5. Assist in the preparation of District Records, Reports, and Annual & Long Range Work Plans.
6. Give prepared presentations to groups on soil and water conservation topics as requested.
7. Prepare news articles of local interest and about general conservation subjects including notices of upcoming demo's and workshops.

QUALIFICATIONS:

1. Education: A minimum of a B.S. Degree in agriculture, animal, crop, environmental, agronomy, dairy, and/or soil science; or horticulture is required.
2. Experience: A minimum of two years of experience in natural resources or agriculture fieldwork is preferred. Knowledge of and experience working with agricultural producers and practices is preferred.

ABILITIES:

1. Operate a standard PC workstation and effectively use Windows-based software.
2. Excellent organizational, management, written and verbal communication skills.
3. Exhibit social and interpersonal skills.
4. Work cooperatively with other district personnel and with other agencies.
5. Must be able to work efficiently outdoors in varying conditions and rough terrain; able to lift 50 pounds.
6. Maintain a valid driver's license and personal vehicle for work use (mileage is reimbursed).
7. Occasional travel for trainings and meetings is required.
8. Must be able to pass a Federal Background Security Check.

COMPENSATION PACKAGE:

Salary is dependent on qualifications. A monthly stipend for health insurance is available. Employment will require completion of work agreement, background check and annual performance evaluations.

Send Resume, List of References, and Letter of Interest to:

Dustine King 2847 Ashmun Street Sault Ste Marie, MI 49783