

ANNOUNCEMENT: EMPLOYMENT OPPORTUNITY

POSITION TITLE: Assistant Network Coordinator with the Northeast Michigan Great Lakes Stewardship Initiative (NEMIGLSI)

LOCATION: Alpena, MI - Option for partial remote work with some travel in Northeast Michigan

The [Northeast Michigan Great Lakes Stewardship Initiative \(NEMIGLSI\)](#) is a regional Great Lakes and natural resource stewardship education collaborative led by a network coordinator and supported directly by the Michigan Sea Grant, Michigan State University Extension, the Community Foundation for Northeast Michigan and many other community partners. This network supports youth-led Great Lakes stewardship projects through hands dirty, feet wet place-based stewardship education (PBSE) efforts in and with schools and communities, serving 8 counties across northeast Michigan.

The NEMIGLSI network is pleased to offer an exciting part-time (10-15 hours/week) opportunity to support school and community-based PBSE efforts throughout northeast Michigan. We seek a highly motivated, responsible individual who is confident and eager to support the advancement of PBSE and environmental stewardship efforts in northeast Michigan. This is a fixed-term contract position with the potential for renewal.

SCOPE AND PURPOSE OF SERVICE: The Assistant Network Coordinator is responsible for supporting the mission of NEMIGLSI in collaboration with the Network Coordinator. The Assistant Network Coordinator must be flexible and able to adapt to the needs and goals of the NEMIGLSI network.

Some experience working with the schools and technical knowledge of the Great Lakes is preferred but not required. Service locations include public buildings, schools and field sites across northeast Michigan. The position offers opportunities to develop creative education approaches to better conserve natural resources. This position does require some travel and field-based activities. Applicants should be prepared to, on occasion, traverse and carry supplies and equipment (10-15 lbs) over uneven ground.

POTENTIAL POSITION DUTIES AND RESPONSIBILITIES:

This position is adaptable to the skill set of the applicant. Scope of work will be determined based on applicant strengths, preferences and interests. The position offers opportunities to develop creative approaches to PBSE.

Place-Based Education Stewardship Opportunities:

- Coordinate with educators, students, school administrators, and community partners to explore and develop place-based education projects and facilitate relevant field and school visits for network partners. PBSE projects may include but are limited to: water quality monitoring; habitat restoration; invasive species management; marine debris; pollinator and schoolyard habitats; community science data collection; and other stewardship activities.
- Identify and build relationships with school and community partners
- Support existing school PBSE projects to provide a positive learning experience for students and service connections for community partners
- Implement professional development opportunities for network educators and partners

Communication Opportunities:

- Design multimedia products as needed for network activities and reports
- Utilize and create content for online resources including the NEMIGLSI website and social media
- Promote PBSE stewardship efforts with print, TV, radio, and electronic press
- Plan and participate in community outreach events that connect to PBSE efforts

Administrative Support Opportunities:

- Collect, organize, and maintain data for individual schools and stewardship projects
- Communicate and engage with the community, and existing and potential network partners on behalf of the NEMIGLSI network
- Provide logistic support for network activities
- Maintain NEMIGLSI database and communication system and materials
- Organize NEMIGLSI annual networking meetings, leadership team meetings, and administration team meetings
- Assist with NEMIGLSI grants administration and grant writing
- Assist with NEMIGLSI fundraising campaigns

QUALIFICATIONS:

- ✓ Strong interest in educational and youth development programming through natural resources
- ✓ Strong verbal and written communication skills
- ✓ Able to work independently and as part of a team
- ✓ Computer proficiency
- ✓ Ability to pass a background check
- ✓ Commitment to Great Lakes and natural resources stewardship across northeast Michigan

HOW TO APPLY:

Interested candidates should provide a cover letter, resume, and references to Meag Schwartz at northeastmichiganGLSI@gmail.com

Leadership for the Northeast Michigan Great Lakes Stewardship Initiative is provided by:

