



Conservation Resource Alliance

2023 Seasonal Resource Technician

Job Description

Supervised by/Reports to: Senior Biologist/Project Manager and assigned Project or Activity Manager by task.

Supervises: N/A

General Summary: This position will assist CRA with a variety of field and office work related to ongoing conservation projects, stream inventories, and operations. Weekly schedule will primarily be 9 am to 5 pm Monday through Friday but may occasionally vary by weather and task needs.

Essential Job Functions: The Seasonal Resource Technician may be called upon to do any of the following functions as well as any other duties as assigned:

- Assist with CRA's Wild Roots program, including packing trees, distributing trees at the Seedling Giveaway, volunteer engagement, site assessments, tree survival monitoring, following up with Wild Roots participants, tree planting, mulching, weeding, and other help as needed.
- Instream, streambank, stream crossing, and other natural resource data collection.
- Data entry to support stream inventories, restoration sites, and other CRA priorities.
- Computations and data analysis to support natural resource project monitoring, planning, and output reporting efforts.
- Help develop management recommendations at restoration and habitat enhancement project sites.
- Travel to project and inventory sites throughout the CRA service region which includes northwest Lower Michigan as far north as Emmet County and as far south as Oceana County. Access to a CRA motor-pool vehicle may be available for travel purposes. CRA motor-pool vehicles must be returned to the parking lot behind the CRA office at the end of each workday.
- Attend events and activities to help represent CRA in the communities we serve.
- Assist the Development Team with donor stewardship outreach including contacting individuals by phone, snail mail, or email.
- Utilize CRA's Salesforce database to conduct research and update data.

Requirements:

- A demonstrated interest in environmental science, biology, forestry, or a related field.
- Ability to operate various field equipment and tools.
- Excellent communication and interpersonal skills, as well as the ability to work in a team environment.
- Willingness to work in adverse weather conditions, rugged terrain, and remote locations.
- Valid driver's license and reliable transportation.
- Physical ability to lift up to 50 pounds and perform strenuous activities.
- Familiarity with Windows 10/11 and all Microsoft Office tools is required (including Outlook, PowerPoint, Word and Excel).

Preferred Knowledge, Skills and Abilities:

- 2 years of experience or education in natural resource management or a related field.

- Proficiency in GIS software and mapping technology.
- Experience working on conservation projects, such as stream restoration or habitat enhancement.
- Knowledge of local flora and fauna and experience with wildlife surveys.
- Certification in first aid and CPR.
- In addition to the above requirements, all positions at CRA require the ability to read, write, speak and understand the English language as necessary for the position; the ability to follow written and oral instructions and the ability to interact positively with other employees and members of the public.

Employees are also expected to possess and maintain a record of orderly, law-abiding citizenship, sobriety, integrity, and loyalty as it pertains to and reflects upon their employment. Employees must be physically and mentally able to perform the essential duties of the position without excessive absences.

Physical Demands and Work Environment: The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Other details pertaining to the physical demands and work environment include the following:

- Work location is 10850 Traverse Highway, Suite 1180, Traverse City, MI 49684. Work will primarily be field based with in-office duties as well as occasional offsite event/meeting locations. Remote work may be allowed and requires employee to have cell phone service and/or internet service.
- Office work requires extensive keyboard operation, use of standard office equipment and technology.
- Field work typically involves physical activity accessing project sites in rivers, in-water work (wading), canoe and kayak handling, lifting up to 50 pounds, use of basic hand tools and survey equipment.

Compensation and Benefits:

- Wage range \$18.50 per hour
- CRA-owned laptop and software licenses
- Cell phone reimbursement stipend
- Reimbursement for use of personal vehicle

Employment Status and Term of Employment:

- Fair Labor Standards Act – Non-Exempt Position. Full-time or Part-time, minimum 24 hours per week up to 40 hours per week.
- Duration of employment is expected to be a minimum of 10-weeks, full time or part-time, with a start date near mid-May or mid-June and end date near mid-August. Start and end dates are negotiable.
- It is the policy of CRA that all employees in this job classification are employed at the will of CRA and may resign or be dismissed with or without cause or notice at any time during employment.