

Pierce Cedar Creek Institute, a nature center, field station, and environmental education center near Hastings, Michigan is currently searching for a new Stewardship Coordinator. A brief description of the position is included below. Applications for the position will be accepted until Friday, March 17 or until position is filled. For more information, please contact Mary Parr, Stewardship Manager at [mparr@cedarcreekinstitute.org](mailto:mparr@cedarcreekinstitute.org) or (269)721-4192.

Job Description:

The Stewardship Coordinator works under the guidance of the Stewardship Manager to promote and protect biodiversity of the Institute's natural communities while supporting safe and accessible trail use by the public. The Stewardship Coordinator will assist with the development and implementation of land management plans, programs, and practices necessary to preserve and enhance the Institute's natural areas into the future.

Primary Duties:

- Assist with technical writing for grant proposals and Institute adaptive management plans for natural areas, forestry, and trails.
- Assist with project planning for habitat [management and ecological restoration](#) projects.
- [Coordinate](#) and supervise stewardship volunteer events and workdays.
- Maintain trail systems and coordinating improvements (trail design and installations, signage, tree removal, media additions, erosion control structures, etc.)
- Oversee the management and control efforts of invasive plants, pests, and pathogens (oak wilt, beach bark disease, etc.).
- Perform and supervise field data collection of various long-term flora and fauna monitoring efforts (i.e. deer population surveys, Massasuaga rattlesnake surveys, vegetative surveys, purple martin husbandry etc.)
- Conduct native plant propagation (greenhouse maintenance, irrigation systems, native seed collection, processing, stratification, sowing, transplanting, etc.)
- Assist with prescribed fire planning, burn break preparations, equipment maintenance, and fire application.
- Maintain native plant demonstration gardens and compost displays.
- Assist with community education and outreach events.
- Perform other duties as assigned by the Stewardship Manager.

Preferred Position Requirements:

- Bachelor's degree in ecology, biology, natural resource management, or related field.
- >2 years of experience in land management, ecological restoration, wildlife management, or related field.
- Experience in grant writing or drafting adaptive land management plans.
- Experience operating large equipment (ie. skid steer, tractor, brush mower, etc.).
- Experience running, repairing, and troubleshooting small engines (ie weed whackers, brush saws, augers, chainsaws etc.).
- Basic plant identification skills and the ability to use a dichotomous key.
- Experience using ArcGIS and ability to create maps.
- Type 2 Wildland Firefighter or previous prescribed fire experience
- Michigan Department of Agriculture Commercial Pesticide Applicator certification or the ability to pass relevant exams (i.e. Core, Right of Way, & 3B) upon hiring.

Compensation:

This is an hourly part-time position with an average of 36 hours per week with a starting pay of \$20.00 per hour. EOE.

Applicants should email a cover letter, resume, and list of references to Mary Parr, Stewardship Manager [mparr@cedarcreekinstitute.org](mailto:mparr@cedarcreekinstitute.org)