

**Genesee Conservation District**  
Position Posting: **Project Manager**



**POSITION SUMMARY**

Genesee Conservation District is seeking applicants with a passion for community engagement and conservation for employment as a Project Manager working in Genesee County, Michigan. The primary function of this position is to develop ecologically healthy natural landscapes through restoration activities.

**ESSENTIAL RESPONSIBILITIES**

- Oversee and execute restoration activities for GCD Projects such as Consumers Energy Foundation Planet Award and The Conservation Fund Urban Conservation Initiatives, invasive species management projects, and watershed management plan development and project implementation
- Develop planning materials such as project timelines, workflows, and materials lists for assigned projects
- Budget for and track expenditures, manage project to stay within budgetary constraints
- Independently conduct field activities such as clean-ups, invasive species removal, site preparation work, planting and plant establishment activities as needed
- Promotes conservation and other stewardship practices through displays, newsletters, presentations, on-location field days, demonstrations, public service announcements, news releases, and other means
- Coordinate and oversee contracted services
- Establish and maintain community connections and volunteer support
- Develop resident and volunteer understanding of projects and natural resource principals underpinning management decisions
- Maintain organized records for timely reporting
- Other duties as assigned

**QUALIFICATIONS**

- Current State of Michigan driver's license and willingness to travel in urban, suburban, and rural areas throughout the service area, primarily in Genesee County
- Must be able to carry up to 40 lbs of equipment
- Computer literacy and efficiency with MS Office Suite
- Background in natural resources or a related field
- Experience in project management

**COMPENSATION**

\$21-\$24 per hour, full-time, 40 hours/week. The position is grant-funded. Benefits include a small wellness benefit stipend, access to employee paid group medical, dental, optical, and ancillary benefits, paid federal holidays, and paid time off according to District policies.

TO APPLY

Submit a cover letter stating your suitability for the position based on knowledge and skills, along with a resume, and references to Angela Warren by email at [geneseecd@yahoo.com](mailto:geneseecd@yahoo.com) for a first review of candidates on Monday, June 3, 2024. The position will remain posted until filled.

The Genesee Conservation District is an equal-opportunity employer, committed to achieving excellence through a diverse workforce and inclusive culture that encourages all people to reach their full potential. Genesee Conservation District is a local unit of government established in 1946. We provide education, technical assistance, and implement conservation practices that protect the environment and enhance natural resources in our community.