



## CHIPPEWA/LUCE/MACKINAC CONSERVATION DISTRICT

2847 ASHMUN STREET SAULT STE. MARIE, MI 49783

906-635-1278 CLMCD@MACD.ORG WWW.CLMCD.ORG

*"Our mission is to assist with land use and management through education, community projects and services."*

### Position Posted: Education and Outreach Coordinator

*Expected Start Date: March/April 2026*

The Chippewa Luce Mackinac Conservation District is seeking an individual to facilitate education and outreach activities that increase awareness of the Conservation District/Three Shores CISMA, local conservation issues, and enjoyment of the Eastern Upper Peninsula's natural resources. The Education and Outreach Coordinator will be tasked with developing and executing a schedule of events with opportunities across all of Chippewa, Luce, and Mackinac counties. Education and outreach events will offer a diversity of topics, formats, locations, and audiences.

The position is unique and funded through multiple grants and general operations. The position is supervised by the Executive Director. A successful education program will leverage these funds to secure grants, sponsorships, and other funding to expand and sustain the program in the future. The position will collaborate with many partners and will be expected to take a leadership role at events—directing staff and volunteers to ensure events run smoothly.

#### Responsibilities

- **Program Design & Implementation:** Develop, organize, and deliver a diverse range of educational programs and outreach activities for various audiences (e.g., K-12 students, landowners, community groups) focusing on natural resource conservation topics relevant to the district.
- **Curriculum Development:** Create and maintain engaging and informative educational materials, including presentations, lesson plans, activity guides, and handouts, tailored to specific program objectives and audience needs.
- **Community Engagement & Partnerships:** Build and maintain strong relationships with local schools, community organizations, governmental agencies, landowners, and other stakeholders to identify needs, foster collaboration, and expand program reach.
- **Event Coordination:** Plan, promote, and execute successful outreach events such as workshops, field days, public presentations, volunteer workdays, and conservation awareness campaigns (e.g., Conservation Week).
- **Communication & Marketing:** Manage the creation and dissemination of all outreach and educational materials, including newsletters, press releases, newspaper articles, social media content, and website updates, to effectively promote Conservation District/Three Shores CISMA activities and conservation messages.
- **Grant & Funding Support:** Assist in identifying, researching, pursuing and managing grant opportunities for educational initiatives, outreach programs, and special projects.
- **Volunteer Management:** Recruit, train, and coordinate volunteers for various educational and outreach events and activities, ensuring they are well-prepared and supported.
- **Reporting & Evaluation:** Track program participation, measure the effectiveness of outreach efforts, and prepare regular reports on activities, outcomes, and impact for internal review and external reporting requirements.
- **Representing the District:** Serve as a public representative of the Conservation District/Three Shores CISMA at community events, meetings, and conferences, effectively communicating its mission, programs, and conservation values.
- **Administrative Support:** Maintain accurate records of program activities, manage budgets related to education and outreach initiatives, and assist with other administrative duties as needed to support operations.
- **Continuous Learning:** Stay informed about current best practices in environmental education, conservation techniques, and relevant local, state, and federal natural resource initiatives.
- **Website Management:** Create and update website platforms using Wix and Webflow in order for the public to be able to utilize digital resources.
- **Social Media:** Create content and utilize social media platforms such as Facebook, Instagram, and Youtube to promote activities and spread the word of Conservation District/Three Shores CISMA activities, messaging, and programs.
- **Digital Marketing:** Utilize digital marketing tools and programs to share specific messaging about the Conservation District/Three Shores CISMA and its activities.
- **Graphic Design:** Utilize Canva and other digital content creation programs to create engaging and brand specific content for both digital and print media.
- **Provide comprehensive front desk services:** Welcome and direct office visitors, manage multi-line phone systems, process incoming and outgoing mail and deliveries, and efficiently handling specific organizational transactions such as tree/plant sale orders and Soil Erosion permit applications.



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### Qualifications

- **Education:** A Bachelor's degree in Natural Resources Education, Secondary Education with a biology focus, Environmental Science, Natural Resources, Communications, or a closely related field. Equivalent combinations of relevant professional experience and education will also be considered.
- **Communication:** Demonstrated exceptional written, verbal, and public speaking skills, with the ability to effectively convey complex natural resource information to diverse audiences, including youth, adults, and community groups. This includes experience in preparing newsletters, articles, presentations, and social media content.
- **Program Development & Delivery:** Proven experience in designing, coordinating, and delivering engaging educational programs and outreach events. This encompasses developing curriculum-aligned lessons, organizing workshops, field days, and community events, and adapting content for various age groups and learning styles.
- **Partnership Building:** A strong track record of successfully collaborating with diverse partners, including schools, local governments, non-profit organizations, and community groups, to achieve shared conservation goals.
- **Organizational & Project Management:** Excellent organizational skills with the ability to manage multiple projects simultaneously, prioritize tasks effectively, meet deadlines, and work independently. Experience with project management tools and methodologies is a plus.
- **Passion for Conservation:** A genuine passion for natural resource conservation, land stewardship, and a commitment to protecting and enhancing the environment within the Chippewa, Luce, and Mackinac counties.
- **Technical Proficiency:** Proficiency in standard office software (e.g., Microsoft Office Suite: Word, Excel, PowerPoint, Outlook) and experience with social media platforms, website content management, and basic graphic design software (e.g., Canva) for creating outreach materials.
- **Self-Motivation & Adaptability:** A proactive, self-motivated individual who is eager to learn, adaptable to changing situations, and capable of taking initiative to explore new opportunities for the program.
- **Travel & Logistics:** Ability to travel regularly within the district for events, meetings, and field activities, possessing a valid clean, valid State issued driver's license and reliable transportation. Some evening and weekend work will be required. Ability to work in all weather conditions is required.

### Working Environment:

The Education and Outreach Coordinator will be housed at the CLMCD Office in Sault Ste Marie, Michigan. Work will be multi-faceted with office time and then education and outreach activities happening away from the office. Some out-of-area travel may be required. The position requires moderate agility and dexterity that can include hiking through rough/rocky terrain, wading in chest high water, kayaking/boating on inland lakes and rivers, and boating on the great lakes. Protective gear and clothing such as hard hat, boots, waders, PPE, hats, life vests, and gloves may be necessary at times. The position may also include use of light duty machinery. Candidates should be able to carry up to 50 pounds.

### Salary and Position Details

The Education and Outreach Coordinator will be directly supervised by and work closely with the Executive Director of the Chippewa Luce Mackinac Conservation District. This position is a full-time position funded by multiple grants. The chosen candidate should have the ability to write for and achieve additional funding while leveraging current funds. The coordinators starting wage will be \$20.00/hour with future increases dependent on the ability to meet and exceed goals and secure new grant opportunities. The coordinator will be required to work 40 hours/week and compensated on a bi-weekly basis. Regular hours of duty are between 8:00am to 4:30pm, but will include regular night and weekend hours when necessary. Benefits include paid time off (PTO), paid holidays, \$2,080 towards retirement, tiered quarterly health stipend, dental insurance, and vision insurance.

### About the Area:

Sault Ste Marie is a unique waterfront community with many historical attributes and diversity of people. Sault Ste Marie is very much a small town with quaint local businesses. Sault Ste Marie has much to offer to someone looking to get away from a larger town or city. The greater Eastern Upper Peninsula is an outdoor lover's dream with world class fisheries, hunting, hiking, ATVing, paddling, and other outdoor activities with unlimited places to see including the Hiawatha National Forest, Tahquamenon Falls State Park, Mackinac Island, Drummond Island, Les Cheneaux Islands, Paradise, and



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thousands of acres to roam in between. Sault Ste Marie's sister city of Sault Ste Marie, Ontario Canada is just a short 4-mile bridge crossing that boasts many unique/culturally rich food choices and shopping options. Sault, Ontario also opens a whole new door to outdoor adventure with the more rugged/rocky Algoma Highlands that features mountain biking, downhill skiing, hiking, endless beaches, and provincial parks. Sault Ste. Marie is located just 40 minutes north of the Mackinac Bridge, 1.5 hours from Petoskey, 3 hours from Marquette, 3 hours from Traverse City, 4.5 hours from Lansing, and 5.5 hours from Detroit.

### **How to Apply:**

**Serious applicants only** should submit a professional resume, cover letter, and a list of three (3) professional references, one of which who can speak to your experiences under the required qualifications to [clmcd@macd.org](mailto:clmcd@macd.org) with the subject: **Education and Outreach Coordinator** or mail to CLMCD C/O Mike McCarthy, 2847 Ashmun St, Sault Ste. Marie, MI 49783 for consideration. **Application materials are due by January 30<sup>th</sup>, 2026 or until position is filled, preference will be given to applications received by that date.** The selected candidate should be prepared to start As soon as possible, but no later than April 2026.

*Chippewa Luce Mackinac Conservation District is an Equal Opportunity Employer and Program Provider*