



## Vacancy Announcement: MAEAP Technician

Mason-Lake Conservation District is hiring a Technician to carry out the Michigan Agricultural Environmental Assurance Program (MAEAP). The MAEAP Technician is responsible for delivering on-farm technical assistance in Mason, Manistee and the west half of Lake Counties. Technical assistance includes conducting farm-specific risk assessments; coordinating local, state, and federal agency resources to help farmers reduce environmental risks; and assisting farmers in making progress toward MAEAP verification, which recognizes farms as top environmental stewards. The MAEAP Technician is also responsible for collaborating with Conservation District staff to promote MAEAP and educate diverse audiences on the importance of sustainable agriculture in counties of coverage.

### RESPONSIBILITIES AND DUTIES

- Coordinate all aspects of MAEAP in Mason, Manistee and western Lake Counties and be fully familiar with, and adhere to, the Michigan Department of Agriculture and Rural Development (MDARD) grant agreement and guidelines for conducting the program at a local level.
- Promote and conduct on-farm risk assessments for farmstead, cropping, livestock, and Forest Wetlands and Habitat Systems. Assist landowners in developing emergency management plans for their farmsteads and action plans to address any environmental risks identified
- Conduct at least one on-farm field day for the public that highlights MAEAP and qualifies for MAEAP Educational Credit. The educational event should highlight the program, address potential agricultural risks, and introduce sustainable farming practices to reduce risk to the environment.
- Assist producers in responding to Right to Farm complaints, to bring them into conformance with Michigan's Generally Accepted Agriculture Management Practices (GAAMPS).
- Maintain accurate records, in an online database as well as on paper, and a well-organized filing system for those records.
- Work closely with the United States Department of Agriculture-Natural Resources Conservation Service (USDA-NRCS) to provide the technical assistance necessary for producers to access Farm Bill cost-share funds.
- Collaborate with Conservation District staff and external partners to promote MAEAP and educate diverse audiences on the importance of resource protection in Mason, Manistee and western Lake Counties.
- Promote other stewardship practices and program aspects through displays and booths, newsletter articles, group presentations, demonstrations, public service announcements, news releases, radio programs, social media, and other means.
- Provide timely monthly reports and updates to MDARD and the Mason-Lake and Manistee Conservation Districts Board of Directors.
- Promote and conduct pesticide container recycling and water testing events, and assist producers with water sampling, equipment calibration and abandoned well closures
- Support Conservation District programs and activities, such as Clean Sweep and Household Hazardous Waste (HHW) Collection and tree sale, as needed.
- Perform other essential activities as required by the MDARD grant agreement or as assigned by Executive Director of the Conservation District.

## **STANDARDS OF PERFORMANCE**

Success is measured by the degree to which:

- MDARD grant requirements are met, including training, reporting, goal setting and achievement and on-farm assistance
- Written reports are complete and on time and database records are maintained to high quality
- Program promotional materials or articles are of high quality and distributed in a timely manner
- Public awareness of the MAEAP program increases along with awareness of the importance of sustainable agriculture
- The reported level of farmer satisfaction averages good or better
- The number of farms and forests engaged in MAEAP increases
- Local and regional agricultural initiatives benefit from the contributions and leadership of the MAEAP technician

## **WORKING LOCATION AND CONDITIONS**

The position will be based in Scottville, Mason County, Michigan. This location is near Ludington on the west side of the state, where there is a diverse variety of agriculture for the region, including row crops, orchards, dairy, livestock, and even floriculture. Work time is split between office work and field work on farms. The Mason-Lake Conservation District office is co-located with NRCS and this strong organizational relationship generates a fun, charismatic and busy workplace, with over 1,000 walk-in office clients each year. The MAEAP Technician will frequently be on farms, which may involve traversing uneven terrain, wetlands or working around livestock in a wide range of weather conditions. The MAEAP Technician may occasionally be in the vicinity of agriculture crews using hand tools, power equipment, and harvest machinery which may require hands-on assistance from the technician in the field.

## **REQUIRED KNOWLEDGE AND EXPERIENCE**

### Formal Education:

A minimum of a Bachelor's Degree in agriculture or natural resources management from an accredited college or university.

### Related Work Experience:

- Minimum of two years of experience in agriculture or natural resource fieldwork is preferred.
- Knowledge of and experience working with agricultural producers and practices is preferred.
- Experience collaborating on, developing, and delivering agriculture education programs to a variety of audiences in diverse settings.

### Skills and Abilities:

- Strong organizational skills
- Excellent work ethic
- Expert use of PC and Microsoft Office Suite
- Working knowledge of databases and computer networks preferred
- Able to work independently without direct supervision and as part of a team
- Excellent verbal and written communication skills in the English language
- Exhibit excellent social and interpersonal skills; relates effectively to diverse clientele and groups

- Working knowledge of ArcMap preferred
- Able and willing to work efficiently outdoors in varying conditions and terrain
- Able to lift and handle materials up to 30 pounds without assistance
- Able to work flexible hours, including some evenings and weekends
- Maintain a valid driver's license and safe driving record
- Selected candidate must pass a federal background check, must have a reliable personal vehicle to get to work and occasionally use for work activities when a District vehicle is unavailable

## **COMPENSATION**

The MAEAP Technician is a full time, 40 hours/week. Starting salary will be \$20/hour with increases dependent on experience. Benefits include paid federal holidays, a generous vacation and sick leave allotment, IRA option with matching employer contribution and shared use of a Conservation District vehicle. Personal vehicle use will be reimbursed at the IRS mileage rate.

## **TO APPLY**

Provide a cover letter, resume, transcripts (unofficial are acceptable), and list of three references, all combined into one PDF, and email to Dani McGarry at the Mason-Lake Conservation District at [dani.mcgarry@macd.org](mailto:dani.mcgarry@macd.org) . Please list "MAEAP Technician application" in the subject line. Any questions pertaining to the position may also be directed to Dani McGarry via email or by calling (231) 757-3707 ext 102.

Applications will be accepted until position is filled.

PREFERRED START DATE is June 14th

The Mason-Lake Conservation District is an equal opportunity employer and will not discriminate in employment, promotions, or compensation on the basis of races, sex, color, religion, national origin or ancestry, age, marital status, handicap, or veteran status.