



## **ODC Network**

### Conservation Technician Position Description

**TITLE:** Conservation Technician

**REPORTS TO:** Conservation Services Manager & VP of Operations

**STATUS:** Full-Time, Exempt

**START DATE:** April (flexible)

**Overview:** The Conservation Technician is a full-time employee of the ODC Network; a West Michigan based outdoor education and conservation organization. The primary job responsibility is to participate in and contribute to land management activities on ODC Network properties and partner properties. The Conservation Technician is responsible for supporting the mission of the ODC Network through these activities in addition to being a positive representative of the organization in the community.

#### **Desired Skills:**

- Ability to develop relationships and resources that enhance the conservation efforts of the ODC Network
- Ability to present ideas effectively (general comfort with client consultations and public speaking)
- Strong organizational skills, ability to multi-task, adapt to change and to develop plans and timelines and follow through to completion
- Strong ability to work both collaboratively and independently, strong interpersonal skills in a team setting
- Ability to work outside in various weather conditions; must be able to occasionally lift up to 50 pounds and walk, stand, and sit for extended periods of time
- Computer skills including a working knowledge of ArcGIS and Microsoft Office preferred
- Willingness to obtain Commercial Pesticide Applicator License (expenses to be paid by ODC Network upon hiring)
- Commitment to the ODC Network mission of advancing conservation and outdoor education
- Must pass a background check and have a valid driver's license

#### **Duties and Responsibilities:**

- Assist with invasive species control on ODC properties and Conservation Services projects
- Assist with all phases of ecological restoration projects
- Assist with management of volunteer groups as needed
- Assist in the creation of land management/conservation education material
- Assist and coordinate with other ODC Network staff, including project partners
- Support the overall goals of the organization
- All other duties as assigned by the Conservation Services Manager or Executive Management to help manage and operate the ODC Network

**Education/Experience/Requirements:**

- Working toward or received a degree in environmental education, natural sciences, biology or a related field
- 1-3 years of related work experience acceptable in lieu of college degree
- Commercial Michigan Pesticide Applicator License: Categories 2, 5, and 6 (expenses to be paid by ODC Network upon hiring)
- Must pass a background check, have a valid driver's license and be fully insurable by the ODC Network

**Physical Demands:**

- Ability to work outside in various weather conditions
- Ability to occasionally lift 50 pounds and walk, stand, and sit for extended periods of time

**Equipment Operated:**

- Must be proficient with computer applications including: Microsoft Office, Google Suite applications, and the operation of general office equipment
- Must be proficient with power equipment including: tank/backpack sprayers, trucks/trailers, tractors chainsaws, and brush-blades

***These job responsibilities represent only the essential and most significant duties of the position. This job description does not exclude other work assignments, directives and responsibilities not mentioned above.***

**ODC Network Diversity Policy Statement:** The ODC Network is an equal opportunity employer. To read our diversity statement, go to <https://outdoordiscovery.org/wp-content/uploads/2020/11/Diversity-Policy-Statement.docx.pdf>