

## **Dickinson Conservation District Full-Time District Forester Position**

The Dickinson and Menominee Conservation Districts (CD) are seeking a Forestry Assistance Program (FAP) District Forester. Position requires a minimum of a B.S. in Forestry. This is a state-grant funded position that is renewed annually.

This position description is for the Dickinson and Menominee Conservation Districts. The purpose of the Forestry Assistance Program (FAP) is to provide private landowners with technical information regarding forestry, wildlife habitat, and related natural resource concerns so that they may make informed decisions about the use and management of their forestlands.

The Dickinson CD will be the employer of record for this position. Day to day administrative supervision will be provided by the District Manager and annual position activities will be guided by the FAP Advisory Team. Primary office space for the District Forester is located at the Dickinson CD office in Kingsford, MI.

The District Forester's time is allocated between the Dickinson and Menominee CD, but office duties will be carried out at the Kingsford office. The District Forester position is approximately 25% in the field, 75% in the office & outreach.

The District Forester will not compete with Private-sector foresters and is encouraged to facilitate growth of the private sector in providing resource management services.

If you are interested in applying for the position, please send your Cover Letter and Resume to Amber Butterfield at [dickinsoncd@macd.org](mailto:dickinsoncd@macd.org) or mail them to: Dickinson Conservation District, 420 N. Hooper St., Kingsford, MI 49802. For any questions please call: (906) 774-1550 x101. The position will remain open until filled, with first consideration given to applicants received by **June 30, 2021**.

Applications will be accepted at the Kingsford office until the position is filled. Pay scale will be from \$50,000-\$60,000 per year.

### **The basic requirements for this position are:**

- Bachelor of Science degree in Forestry from an accredited college or university
- Excellent communication skills (writing, public speaking, working with individuals of all ages)
- Computer fluency (Excel, Powerpoint, social media and website platforms in particular)
- Ability to read various types of maps (aerial, topography, soils) and navigate through properties accordingly
- Ability to assist CD and Natural Resources Conservation Service (NRCS) staff to achieve deliverables as well as short- and long-term goals for the CD and NRCS

### **Activities of District Forester:**

- Serves as initial point of contact for non-industrial private forest landowners, local governments, etc. for forest management, wildlife habitat, and other natural resource issues or concerns.
- District Forester (DF) will not compete with Private sector foresters.
- DF is encouraged to facilitate growth of the private sector in providing resource management services.
- Fulfill grant agreement requirements and deliverables.
- DF provides on-site land examination and resource evaluation.
- DF Provides options regarding forest management.
- DF provides options regarding wildlife habitat management.
- Prepares written follow-ups that may include appropriate handouts/materials after visiting with landowners on-site or in the office, as appropriate.
- DF provides advice on tree planting/reforestation for timber production, windbreaks, wildlife habitat, etc.
- Provides public relations activities (professional, formal, & informal presentations).
- Provides diagnosis and advice on the control of insects, disease, and wildlife pests for woodlands.
- Provides information and makes referrals regarding programs, agencies, organizations, and private-sector interests that furnish technical and/or financial assistance for natural resource management activities.
- DF maintains a good working relationship with other forestry assistance providers, both public and private.
- Provides technical input regarding species selection for the CD annual tree, shrub, and plant sales.
- Provides advice on the control of sedimentation resulting from forest management activities.
- Conducts demonstrations, workshops, and field days.
- Prepares several outreach events based on advisory committee to include: correspondence, reports, news articles, newsletters, and outreach education information for the public.
- Assists with preparation of the program documentation, including, but not limited to: annual grant application, Natural Resource Plan of Work, etc.
- Prepares monthly, written reports to CD boards.
- Pursues certification with Society of American Foresters (SAF) to become a Certified Forester (CF).
- Assists state and federal agencies in administering cost-share programs for forestry, wildlife, and related land management activities.
- Develops an inventory for all sites visited to include timber type, age, volume, etc.

The Dickinson Conservation District (DCD) is an equal opportunity employer and does not discriminate in employment or program services for reason of race, color, sex, age, religion, national origin, or disability.