



ST JAMES TOWNSHIP, CHARLEVOIX COUNTY, BEAVER ISLAND
JOB POSTING FOR A
NATURAL RESOURCES AND RECREATION COORDINATOR
FULL-TIME TOWNSHIP POSITION
TWO-WEEK POSTING: APRIL 12 THROUGH APRIL 26, 2024

**POSTING A FULLTIME ST JAMES TOWNSHIP POSITION FOR A
NATURAL RESOURCES AND RECREATION COORDINATOR**

THIS POSITION IS RESPONSIBLE TO PERFORM DUTIES IN COLLABORATION WITH THE LITTLE TRAVERSE BAY BANDS OF ODAWA INDIANS AND PEAINE TOWNSHIP.

Who we are: St James Township is a unique community located on the northern portion of Charlevoix County's Beaver Island Archipelago. The township's jurisdiction includes the northern portion of Beaver Island and the area's outer islands. The main outer islands are Garden and High Islands. Township government activities focus on our unique sense of place, being a walkable community and protecting unique natural features and open spaces that attracts people to St James Township and makes is a special place to visit and reside.

This unique place was formed by our history of Anishinabek, Native Americans, a Mormon kingdom, and Irish immigrants, followed by other early residents. Year-round, seasonal residents and island visitors make up our community. The township includes the unincorporated community of St James which is located around Beaver Harbor. We operate two marinas on the harbor, a modern campground, and several parks and trails, some on Lake Michigan and others inland.

Who our collaborators are: The person selected for this position will perform the work as required throughout the archipelago by completing activities as required by St James Township, the Little Traverse Bay Bands of Odawa Indians (LTBB), and Peaine Township. Peaine Township's jurisdiction includes the large southernmost area of Beaver Island. Some of the work will be on the mainland in support of LTBB projects.

Grant funding sources and other collaborations include the Charlevoix Antrim Kalkaska Emmett Cooperative Invasive Species Management Area (CAKE CISMA). Other collaborators include, but are not limited to, the Northern Lake Michigan Islands Collaborative, the Great Lakes Islands Alliance, Michigan Natural Features Inventory, the Beaver Island Association, Little Traverse Conservancy, Port St James Association, and the Michigan Departments of EGLE and DNR.

What this job is about: The township is looking to fill a fulltime position with someone who can demonstrate experiences in and certification for monitoring, mitigating, reporting, and restoring natural communities, including those in Critical Sand Dune Areas, in regard to terrestrial and aquatic invasive species, species of special concern, and threatened and endangered species. These program activities, collectively known as the **TIS Program** will be completed in accordance with applicable township ordinances and state legislation. The funding of the mitigation work is subject to the processing and being awarded grants from others.

This position is also responsible for coordinating St James Township's parks and recreation plans and efforts while working under the Beaver Island Master Plan, the township's Harbor, Parks, and Recreation Plan, and coordinating sustainable small harbor practices.

Where this job is located: The position is located on Beaver Island with year-round responsibilities. We, along with Peaine Township, are located within an archipelago with important native communities. LTTB has shared responsibilities with the archipelago for the natural environment. Our natural environment and its native communities need to be protected and restored.

Expected licenses, education/experience, essential skills and behavior traits:

- MDARD applicator license, a valid state driver's license, and a personal water craft license.
- Graduation from an accredited four-year college or university with major course work in natural science or a related field is required.
- Three-years' experience in natural resource management.
- Excellent leadership and communication skills, self-motivated, self-learner, with an attitude and willingness to make thoughtful, well-reasoned decisions, exercises good judgment, being resourceful and creative in problem solving. Able to perform at a high level, managing time and workloads.

Salary information: St James Township is currently collaborating with Peaine Township and the LTBB to create and seek approvals for Memorandums of Understanding to support the funding for this position. When all approvals are completed, the salary information will be released. The position will continue in future years subject to the continuing partnership and funding with Peaine Township and LTBB.

Contact and application information: Interested candidates are encouraged to complete send a letter of interest and resume to: Bobbi Welke, Supervisor of St James Township at supervisor.stjamestwp.bi@gmail.com. Those with valid credentials will receive an application for supplying further information. These applications will be considered create an applicant pool for selection consideration.

It is the policy of St James Township to grant equal employment opportunity to all qualified person without regard to race and traits historically associate with race, color, sex, sexual orientation, gender identity or expression, pregnancy and childbirth and related medical conditions, religion, national origin, age, marital status, veteran status, height, weight, disability, genetic information, and any other characteristic protected by applicable law. It is the intent and desire of the Township that equal employment opportunities are provided in employment, promotion, wages, benefits and all other privileges, terms and conditions of employment.