

PEAINE AND ST JAMES TOWNSHIPS JOB POSTING

TOWNSHIPS TERRESTRIAL INVASIVE SPECIES ADMINISTRATOR

Peaine and St James Townships, Beaver Island, are seeking an individual to implement their Terrestrial Invasive Species Ordinance. The successful applicant will be responsible for working and collaborating with multiple groups, agencies and organizations in the identification and eradication of terrestrial invasive species in the Beaver Island Archipelago.

Major Job Responsibilities:

- Head up and promote the Townships' Terrestrial Invasive Species program in the Beaver Island Archipelago, which include collaborating with Beaver Island groups and initiatives, tribal groups, county wide agencies, state agencies, universities and any other groups interested in invasive species work in the archipelago.
- Educate and work with the public in understanding the issues in the Islands including hosting public education sessions with the general public, schools and other interested groups; conducting surveys; identifying properties requiring eradication work; and assisting in the coordination with state, county and local government in conducting treatment methodologies for landowners.
- Map and maintain data bases required to fully illustrate plans, work and results of the TIS program in the archipelago;
- develop update reports for each township entity; meet regularly with township supervisors and boards to discuss program goals, status and results of the program.
- Budget and report all activities of the program including the administration of any grants and township initiatives.

Education/Experience Requirements:

- High School graduate or equivalent; some college preferred.
- Candidate must have a working familiarity with budget processes and possess a minimum one (1) year of work experience with grants, budget, planning or other analytical functions.

Key Skills Required:

Analytical / Planning / Computer / Communication / Self-motivated / Physically mobile / Budgetary

To view Job Descriptions and Application Document follow link at <http://www.stjamestwp.org/>

- **Expected Hours:** November to April – 8 hours/week. April thru October – 16 hours/week
- **Pay:** \$20 - 25/hour depending upon experience

Applications Must be Received via email at St. James Township or Peaine Township by February 15, 2021

Applicants should send a completed application and letter of interest by email:

St. James Township Supervisor

Kathleen McNamara

mcnamara.stjamestwp.bi@gmail.com

Peaine Township Supervisor

Doug Tilly

Peainetownship@gmail.com

For further Information Contact Cynthia Pryor at 906 360-2414 or deputysupervisor.stjamestwp.bi@gmail.com

Expected Timeline:

- January 22, 2021: Positions Posted, Posting Will Remain Open Until Position Filled
- February 15, 2021: Applications Due by 5:00PM
- March 1, 2021: Applicant Begins Work