



OAKLAND COUNTY COOPERATIVE INVASIVE SPECIES MANAGEMENT AREA

OUTREACH TECHNICIAN POSITION

Position: A seasonal Outreach Technician is being sought to design and produce printed brochures, rack cards and other outreach materials, as well as video segments on invasive species for the Oakland County Cooperative Invasive Species Management Area (Oakland County CISMA). Technician must have an interest in learning about invasive species, and experience in communications or outreach including producing printed and video content.

Pay Rate, Starting Date and Work Schedule: Compensation will be \$15-17/hour commensurate with education and work experience. Anticipated start date is February 1 2021. Work week will be 40 hours, Monday – Friday for four months, through the end of May. Occasional evening or weekend hours may be necessary.

Work Location: The OC CISMA Outreach Technician must have access to internet and a computer for working remotely. The Technician may also be required to work out of an assigned office location currently located in Waterford, MI. Occasional travel to other meeting locations including the offices of Six Rivers Land Conservancy in Rochester may be necessary.

Overview: The OC CISMA is a partnership in Oakland County, Michigan working to cooperatively manage invasive species. The partnership includes approximately 45 local, county, state, and federal government, and non-profit organizations.

The Outreach Technician position will be responsible for designing brochures, graphics and other printed content for the general public. Some content will be provided and the Technician will design and layout materials for print. For other materials, Technician will develop the content based on available resources including Oakland County CISMA webpage, Midwest Invasive Species Information Network (MISIN) tutorials and other guides. The Technician will work with vendors to receive quotes for printing the produced materials. In addition, the Technician will produce short video segments on invasive species, using equipment owned by the CISMA. A strong willingness to learn, work cooperatively, work independently, and educate the general public is necessary, as is a willingness to adapt to shifting program needs.

The Invasive Species Outreach Technician reports to the Oakland County CISMA Director, and is an employee of Six Rivers Land Conservancy, the Oakland County CISMA fiduciary.

Responsibilities:

Outreach & Education

- Produce brochures for homeowners about invasive species including drafting content, doing layout, taking or finding appropriate photos, and producing graphics as needed.
- Produce rack cards and other outreach materials for the general public as needed.
- Record, edit and produce short videos about invasive species identification, management and preventing the spread of invasive species.
- Willingness to work outside under adverse conditions to record video footage.
- Willingness to learn about Oakland County's invasive species.
- Assist with development of content for website and social media.
- Assist with Oakland County CISMA events/trainings for the public as needed.

Competencies

- Excellent communication skills, including professional email communication with partners and vendors, as well as willingness to receive feedback on all produced materials from CISMA staff and others.

- Excellent attention to detail for incorporating reviewer comments and adhering to Oakland County CISMA graphics norms.
- Experience with Microsoft Office programs including Publisher or other graphics software such as Adobe Illustrator, or InDesign.
- Experience with video recording using a DSLR camera or professional camcorder with directional and lavalier microphones.
- Experience with video editing using Adobe Premiere.
- Willingness and ability to work flexible schedule including occasional evenings and weekends.
- Ability to lift, push, pull, or carry up to 50lbs over short distances.

Education and experience

- Possesses Bachelor's degree in a related field.
- Outreach Technician must possess and present a valid Michigan driver's license (or be willing to obtain one) and a satisfactory driving record. Driving and criminal background checks will be completed.
- Must have reliable transportation and willingness to transport equipment.

To apply send resume, cover letter and a minimum of three references in one PDF document to Erica Clites at eclites@sixriversrlc.org

Applications will be reviewed on a rolling basis until position is filled.

Six Rivers Land Conservancy is an equal opportunity employer and program provider.