



Internship Description:

CAKE CISMA and Glacial Hills Invasive Species Specialist

Position Summary

The invasive species specialist intern will work as a cost-shared team member for the Charlevoix, Antrim, Kalkaska, and Emmet County Cooperative Invasive Species Management Area (CAKE CISMA) program and Glacial Hills Trails and Natural Area invasive team. This position is funded with donations made to Glacial Hills, grants from the Michigan Invasive Species Grant Program, Great Lakes Restoration Initiative, and other local grants. CAKE CISMA's mission is to protect, restore and enhance the natural communities unique to the service area. The invasive species specialist is a full-time, seasonal position, working 40 hours/week for approximately 10 weeks, (see position duration).

This position's work will be split evenly between CAKE CISMA and Glacial Hills. Primary responsibilities include working under the direct supervision of the CAKE CISMA Program Coordinator to raise public awareness and manage invasive species across the CAKE region. Educational tasks will include creating social media content, hosting informational tables, and leading events. Intern will also work with Glacial Hills Pathway and Natural area to conduct invasive species management and plan for restoration activities. Invasive species management duties will encompass the mechanical removal of invasive species, supporting volunteers during workdays, and documenting the progress of species treatment efforts.

Organizational Structure

The CAKE CISMA was formed in 2015 with the goal of protecting the natural resources, economy, and human health of Northern Lower Michigan through collaborative outreach and management of invasive species. The program serves Charlevoix, Antrim, Kalkaska & Emmet counties in Northwest Michigan. It operates under the fiduciary oversight of the Antrim Conservation District (ACD). While CAKE CISMA leads the strategic direction and priorities for invasive species management in the region, all employees are officially employed by the Antrim Conservation District, adhere to ACD protocols as outlined in the employee handbook, and have access to ACD resources and benefits.

The Glacial Hills Pathway and Natural Area (GH) is a multi-use, multidirectional public trailway for hikers, runners, and bikers. The trails are designated for use with non-motorized vehicles. The combined 765 acres of land that house the 31.5 miles of Glacial Hills trail span three governmental jurisdictions - Antrim County, Forest Home Township, and the Village of Bellaire. The three governments co-manage Glacial Hills through a joint recreation board named The Friends of Glacial Hills (est. June 2015). The Friends of Glacial Hills manage the Pathway and the three trailheads and rely 100% on the support of our users and community with donor funding and volunteer maintenance. In 2020, an invasive plant strategy was approved. The main goal will be to reduce the invasive plants at Glacial Hills through survey, treatment and control by implementing a plan over the next 10 years.

Compensation

The CAKE CISMA/GH Invasive Species Specialist is a full-time seasonal position, 40 hours/week, FLSA non-exempt position with a pay range of \$17 per hour. Benefits are described in the Antrim Conservation District Employee Handbook.

Position Duration

10 weeks between May 1 – August 31, 2025 (Flexible start/end dates, with possibility of extension dependent on funding)

Standards of Performance

Highest standards of confidentiality are maintained regarding our donors, volunteers, board, and personnel while representing the ACD with the highest integrity of customer service and environmental care and conservation concern.

Work Location

Antrim Conservation District office - 4820 Stover Road Bellaire Michigan with fieldwork throughout the CAKE CISMA service area, including travel to the Beaver Island Archipelago as needed. Glacial Hills Pathway and Natural Area is located just outside of Bellaire, Michigan with several trailheads.

Working Conditions

This is a field position which will require outdoor work in varying weather conditions, terrains, and locations. Work will require hiking for long distances. You may need to use a personal vehicle when work vehicles aren't available, you will be reimbursed for mileage. Approximately 50% field work, 20% office work, 30% education/outreach

Essential Functions of the Position

CAKE CISMA:

- Work under the direct supervision of the CAKE CISMA Program Coordinators.
- Assist with surveys for invasive species on both public and private properties
- Maintain a professional level of interaction with the public
- Collaborate with partner organizations and private property owners to implement non-herbicide treatments for invasive species on both public and private lands.
- Use tablets and GPS devices to collect accurate field data and enter it into the appropriate databases
- Perform other duties related to the ACD program and/or as assigned by the Executive Director or CAKE CISMA program coordinator.

Glacial Hills Pathway and Natural Area:

- Work under the guidance of the invasive species leader
- Pull invasive species with the Invasive and Maintenance teams
- Survey as many trails as possible and use online resources to document work
- Conduct education and outreach with social media posts and volunteer events
- Survey potential areas for restoration work

Required Qualifications

- Recent graduate or current enrollment in an accredited university or college program focused on natural resources, biology, or ecology (preferred); or a high school diploma with at least one year of experience in invasive species management.

Preferred Qualifications

- Background in natural resources management, particularly in invasive species management
- Plant identification and knowledge of native and invasive species in Northern Michigan
- Invasive species treatment knowledge
- Communications, outreach, art and/or graphic design experience

Other Skills & Knowledge

- Commitment to Justice, Equity, Diversity, and Inclusion in the workplace and the field of conservation
- Candidates should be able to work with a wide range of local partners including land conservancies, watershed councils, and understand the function/objectives of each
- Proficiency using GPS units, wayfinding and orienteering, and basic skills in ArcGIS applications
- Able to maintain positive interactions with co-workers, partners, and the public
- Able to work flexible hours (occasional weekend or evening)
- Must maintain a valid driver's license and possess a registered, insured vehicle for use during work hours, if needed (approved mileage will be reimbursed)
- Basic computer skills (Windows, MS Office, Internet)
- Ability to work independently

Physical Requirements

- Must possess the visual and auditory ability to identify and respond to environmental and other hazards related to fieldwork
- Ability to lift and carry up to 50 pounds on a daily basis
- Frequent standing, walking, walking on uneven surfaces, carrying, pushing, bending,
 - kneeling, reaching, twisting, turning and repetitive movement
- Able to work efficiently outdoors in varying conditions and terrain

To Apply

Please email your resume and cover letter to cakecisma@macd.org. Any specific questions can be directed to the same address.

ADA Compliance

This Position Description is intended to describe the general nature of the work being performed by the employee assigned to the position. It is not an exhaustive list of all the essential functions of the position and its related duties and responsibilities. Employees must be able to perform all of the essential functions of the position with or without reasonable accommodation. The ACD reserves the right to amend the essential functions of this position to meet organizational needs as necessary.

_ Employee Printed Name

Employee Signature

Date

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Executive Director Printed Name

Executive Director Signature

Date

The Antrim Conservation District is an equal opportunity employer and does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy, sexual orientation, gender identity and gender expression), national origin, genetic information, political affiliation, marital status, familial status, veteran status, height, weight, or other non-merit factors. We encourage women, BIPOC, and candidates from all under-represented groups in conservation to apply.