

**Michigan Agriculture Environmental Assurance Program (MAEAP) Technician  
Position Description  
Position Starting Date: March 2018**

**POSITION OBJECTIVE:**

Join our friendly and effective team in promoting environmental stewardship on area farms of all sizes. The MAEAP tech will oversee and implement all aspects of the Michigan Agriculture Environmental Assurance Program (MAEAP) in Alpena, Alcona, Montmorency and Presque Isle Counties. This is a grant funded position with intentions for annual grant renewal.

This position will deliver the Michigan Agriculture Environmental Assurance Program (MAEAP) through on-farm technical assistance, using farm specific risk assessments, education and conservation plan development to implement practices, and coordinate local, state, and federal agency resources to help reduce identified environmental risks, and make progress toward MAEAP verification.

**RELATIONSHIPS:**

The Technician is employed by the Alpena-Montmorency Conservation District, primary work station in Alpena, service area includes Alcona, Alpena, Montmorency and Presque Isle counties.

**ESSENTIAL FUNCTIONS:**

1. Coordinates all aspects of the multi-county MAEAP and is fully familiar with, and adheres to, the Michigan Department of Agriculture and Rural Development grant agreement and guidelines for conducting the program at the local level.
2. Maintains accurate records and a well-organized filing system for those records.
3. Maintains client confidentiality.
4. Promotes on farm assessments of environmental risks, leading collection and recycling efforts, equipment calibration and other stewardship practices through displays, newsletters, group presentations, demonstrations, public service announcements, news releases, radio programs and other means.
5. Conducts on farm assessments of environmental risks.
6. Conducts at least one on-farm field day that highlights MAEAP, MAEAP system farming practices and qualifies for MAEAP education credit.
7. Assists landowners in developing emergency management plans for their farmsteads; promotes the use of emergency planning, and other activities identified by the local team as important in this program area.
8. Technician will work in consultation with USDA-NRCS staff to provide technical assistance necessary for producers to access USDA Farm Bill cost-share funds.
9. Work with landowners to offer cost-share funds offered through MAEAP grant.
10. Provides timely, monthly reports and updates to MDARD and Boards of Directors in coverage area.
11. Other essential activities as required by the MDARD grant agreement.

**OTHER FUNCTIONS:**

1. Serves as Alpena-Montmorency Conservation District's contact person with the Michigan Department of Agriculture and Rural Development for the purposes of the Michigan Agricultural Environmental Assurance Program.
2. Assists with office and other programs as needed and requested such as annual meeting, newsletters, walk-in customers, answering telephones, general office upkeep, tree and miscellaneous sales, and anything else not specifically listed yet deemed appropriate by the Alpena-Montmorency Conservation District Manager and/or Board of Directors.

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3. Develops a weekly work schedule in consultation with the District Manager.
4. Employee will assist and promote, through public relations, the District's events as requested by the District Directors and Manager.
5. Assist in the preparation of District Records, Reports, and Annual & Long Range Work Plans.
6. Give prepared presentations to groups on soil and water conservation topics as requested.
7. Prepare news articles of local interest and about general conservation subjects including notices of upcoming demo's and workshops.

**QUALIFICATIONS:**

1. Education: A four year degree in, but not limited to, agriculture, animal, crop, environmental, agronomy, communications, marketing, dairy and/or soil science; or horticulture is required.
2. Experience: A minimum of two years of experience in natural resources or agricultural fieldwork is preferred. Knowledge of and experience working with agricultural producers and practices is preferred.

**ABILITIES:**

1. Operate a standard PC workstation and effectively use Windows-based software.
2. Excellent organizational, management, written and verbal communication skills.
3. Exhibit excellent social and interpersonal skills.
4. Work cooperatively with other district personnel and with other agencies.
5. Must be able to work efficiently outdoors in varying conditions and rough terrain; able to lift 50 pounds.
6. Maintain a valid driver's license and personal vehicle for work use (mileage is reimbursed).
7. Occasional travel for trainings and meetings is required.
8. Must be able to pass a Federal Background Security Check.

**COMPENSATION PACKAGE:**

Salary is dependent on qualifications. District does not offer health insurance, but will pay a biweekly sum in lieu of insurance. Employment will require completion of work agreement and annual performance evaluations.

**SEND RESUME, LIST OF REFERENCES, AND LETTER OF INTEREST TO:**

Aprille Williamson, District Manager  
Alpena-Montmorency Conservation District  
1900 M-32 West  
Alpena, MI 49707  
989-356-3596  
or to [aprille.williamson@macd.org](mailto:aprille.williamson@macd.org)

**Deadline: February 9, 2018**