



## MI Healthy Climate Corps Member Position Description

<b>Position Title:</b> Shoreline Management Coordinator	<b>Host Site:</b> Village of Elk Rapids
<b>Position Type:</b> Full-time	<b>Site Supervisor:</b> John Matthews, Village Manager
<b>Dates of Service:</b> 3/18/2024 - 11/15/2024	<b>Stipend:</b> \$24,640

**MI Healthy Climate Corps:** The MI Healthy Climate Corps (MHC Corps) is an innovative approach to advancing the goals of the MI Healthy Climate Plan. MHC Corps members provide critical support to communities tackling climate change.

### **About the Host Partner:**

Elk Rapids Village is a small, rural community, on the Grand Traverse Bay, north of Traverse City. Our Harbor, vibrant businesses, and natural beauty draw visitors and residents to enjoy all we have to offer. People move here for the lakes, the climate, and the walkability of our safe and caring neighborhoods. We are proud of our high-quality schools and diversity of ages and backgrounds of the people who call Elk Rapids home. We are committed to ensuring healthy water and land ecosystems both now and for future generations.

### **MHC Corps Member Role and Responsibilities:**

The Elk Rapids Shoreline Management Coordinator will provide the right candidate with a leadership opportunity that will make a big impact on our community, provide personal and professional development, build lasting relationships, and enhance skill sets. Elk Rapids is committed to environmental stewardship of our waters and will put our focus and efforts behind this candidate to the benefit of the community and the position.

Our project directly aligns with the protection of land and water as it will produce a plan for implementation of shoreline restoration and ongoing management. In October 2022 we received an assessment from Tip of the Mitt that requires significant investment for invasive species removal, erosion control, and green space restoration.

### **Site-specific activities:**

- Building relationships with related environmental organizations and Village staff
- Becoming familiar with the Shoreline Assessment from October 2022.
- Collaborating with the Shoreline Committee (Village Council appointed) and local environmental organizations to develop a plan for implementation of shoreline recommendations.
- Collaborating with staff and local organizations to develop plan to engage the community in meaningful ways.
- Managing any project implementation occurring during member service time period.
- Researching grant opportunities to help fund this project
- Collaborating with Shoreline Committee and local environmental organizations to produce ongoing management plan.



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### **All members will:**

- Empower the community to access federal and state climate resources by planning meetings, educational programs, and/or other activities to consistently share information.
- Participate in MHC Corps member development shared learning and collaboration activities including three MHC Corps in-person convenings, MHC Corps monthly virtual trainings, and Michigan's AmeriCorps activities.

### **Preferred Qualifications:**

The appropriate candidate will have a strong interest and/or background in environmental issues, coalition building and/or community organizing, and communications or a combination of such interests. The appropriate candidate must possess strong verbal and written communication skills, excellent attention to detail, the ability to work within a team or as an individual and be familiar with the Microsoft Office suite and Google Applications. MHC Corps members are required to work the standard office hours of their host organizations.

**No specific background or education is required to join the MHC Corps!** But a minimum of 2 years of experience in these types of situations is essential for success:

- Experience facilitating a meeting with people who have more experience than them
- Complete their work without someone reminding them to do it
- Experience overcoming obstacles in work situations in the past
- Experience managing multiple professional relationships
- Comfortable working outside of the typical 9 am - 5 pm to attend community events
- Ability to use or teach oneself new software in a fast-paced role with little oversight

### **Minimum Qualifications:**

- Ability to travel to Lansing for three in-person MHC Corps convenings.
- Be at least 18 years of age. Applicants must have a high school diploma, GED, or be working toward the completion of one.
- U.S. citizen, U.S. national, or lawful permanent resident of the U.S.
- Pass the following National Service Criminal History Checks: State of Michigan background check, State of residency (if not Michigan), FBI Fingerprinting, and National Sex Offender Registry.

### **Compensation:**

Members will receive a living allowance of \$24,640 distributed in even increments, bi-weekly. Members will receive student loan forbearance for qualified loans, health care benefits, child care assistance upon eligibility, and continual professional development. Upon successful completion of service, an education award in the amount of \$5,176.50 will be issued. Members will serve approximately 40 hours per week (a total of 1,200 hours during the service term).

The MI Healthy Climate Corps Program is an equal opportunity employer. Reasonable accommodations will be made for interviews and service as needed.