

## Position available: Adaptive Management Program Specialist

### Description

The Great Lakes Commission (Commission) has an immediate opening for a self-starting, highly motivated team player to join our habitat and invasive species programs. This position reports to the habitat program manager and will assist with implementation of a collaborative effort to establish an adaptive management framework to address non-native *Phragmites* across the Great Lakes basin. The adaptive management approach will help improve the management of *Phragmites* through increased management efficiency and reduced uncertainty associated with treatment options, contributing to the restoration of ecologically resilient and diverse ecosystems at both the local and regional scales. Treatment uncertainty will be reduced through a learning-based management system and result in site- and condition-specific best management practices. The incumbent will coordinate the adaptive management process and facilitate communication, promote coordination, contribute to planning efforts, and support program development and management of the *Phragmites* Adaptive Management Framework (PAMF) and the Great Lakes *Phragmites* Collaborative, both of which are shared efforts between the Great Lakes Commission, the U.S. Geological Survey, GLC member states and provinces and other organizations. See [www.greatlakesphragmites.net](http://www.greatlakesphragmites.net) for more information on the Great Lakes *Phragmites* Collaborative and the PAMF. This is a three year position based at the Commission's offices in Ann Arbor, MI. Continued employment following the three year term may be possible based on mutual interest and available funding.

### Responsibilities

The Adaptive Management Program Specialist will be responsible for coordinating activities in support of the PAMF and the Great Lakes *Phragmites* Collaborative, including: providing outreach on adaptive management; communicating and collaborating with diverse stakeholders; preparing presentations and written documents; meeting planning and facilitation; database management and troubleshooting, and other work related to PAMF and to the Great Lakes *Phragmites* Collaborative. Travel will be required.

Specific responsibilities include:

- Serve as the main stakeholder point of contact for the PAMF initiative
- Identify and recruit potential stakeholders from throughout the Great Lakes basin to participate in PAMF
- Maintain active communication with all regional stakeholders – provide updates on protocols, instructions, data entry, and products through regular email/phone calls/meetings
- Work with PAMF participants to ensure data are properly maintained and schedules are kept
- Regularly communicate with other members of the PAMF Core Science Team, including attendance at weekly meetings
- Plan and organize stakeholder meetings and training workshops
- Provide support (on-site, email, phone, websites) for stakeholder implementation of monitoring protocols
- Coordinate with other adaptive management experts to promote continuity among stakeholders, researchers, and staff in the Great Lakes basin
- Cooperate with USGS on data collection, management, QA/QC, and scheduling of PAMF activities

- Create and maintain a PAMF protocol guide
- Evaluate program sustainability

## Qualifications

The incumbent will be an excellent communicator; must be well organized, collaborative and detail-oriented; and have a background in natural resources or a related field. The ideal candidate also has an aptitude for leadership and critical thinking, and a solid knowledge of adaptive management. Strong written and verbal communications skills are a must, including the ability to translate complex science and data to resource managers and the public. Experience communicating with different audiences (e.g., public, scientific, and policy) and interest in collaborating with and coordinating diverse stakeholder groups is also necessary.

Required qualifications include:

- Master's degree in natural resources management, environmental science, or a related field, and two years of experience; or a bachelor's degree and four years of equivalent experience
- Demonstrated communication skills (both verbal and written)
- Strong computer skills including MS Office Suite, ArcGIS and database management
- Solid knowledge of adaptive management and familiarity with predictive modeling and database management
- Strong leadership skills, including meeting planning and facilitation
- Team player, interested in working collaboratively with both Commission staff and project partners
- Self-motivated, energetic, critical thinker
- Familiarity with web-conferencing/remote meeting technology and social media

Preferred qualifications include:

- Knowledge of invasive species prevention and management
- Familiarity with group facilitation
- Experience writing grant proposals and supporting program development efforts

## Benefits

The Great Lakes Commission offers a competitive salary and comprehensive benefits package.

## Work environment

The majority of work is performed in an office setting with no unusual workplace demands. The incumbent needs to be able to work in a fast-paced, time-sensitive, sometimes stressful environment, requiring significant time management skills to complete assignments and meet deadlines. Significant travel will be required.

## Application process

The requirements for this application include a cover letter, resume, salary history and references. **Please note:** All of these items must be provided if applicant is to receive consideration.

Please address your application and submit by e-mail to the following address:

**Great Lakes Commission**  
**ATTN: Adaptive Management Program Specialist Position**  
2805 S. Industrial Hwy., Suite 100  
Ann Arbor, MI 48104-6791  
E-mail: [vacancy@glc.org](mailto:vacancy@glc.org)

*No phone calls, please.*

## About the Great Lakes Commission

The Great Lakes Commission was established in 1955 with a mandate to “promote the orderly, integrated and comprehensive development, use and conservation of the water resources of the Great Lakes basin.” Founded in state law with U.S. federal consent, with membership consisting of the eight Great Lakes states and associate member status for the provinces of Ontario and Québec, the Commission pursues four primary functions: communication and education, information integration and reporting, facilitation and consensus building, and policy coordination and advocacy. Each Member jurisdiction is represented by a delegation consisting of three to five members who are appointees of the respective governor or premier, legislators or senior agency officials. A board of directors, consisting of the chair of each delegation, is the Commission’s executive body. In carrying out its initiatives, the Commission works in close cooperation with many partner organizations, including U.S. and Canadian federal agencies, binational institutions, tribal/First Nation governments and other regional interests. Representatives appointed by partner entities participate extensively in Commission activities through a formal Observer program. The Commission is supported by a professional staff in Ann Arbor, Mich. Learn more at [www.glc.org](http://www.glc.org).

**Note:** The Great Lakes Commission, as an equal opportunity employer, complies with applicable federal and state laws prohibiting discrimination. It is the policy of the Great Lakes Commission that no person shall be discriminated against, as an employee or applicant for employment, because of race, color, national origin, religion, age, sex, height, weight, sexual orientation, marital status, partisan considerations or a disability or genetic information that is unrelated to the person’s ability to perform the duties of a particular job or position.