



Project Office
128 W. Spruce Street, Suite 5,
Sault Ste. Marie, MI 49783
906-225-0215 www.uprcd.org

JOB POSITION – Project Technician
16 week term (May 5, 2025 – Aug. 22, 2025)

The Upper Peninsula Resource Conservation and Development Council (UPRCD) is seeking interested applicants to fill (2) *Project Technician* positions in 2025. These are temporary part time positions averaging 40 hours per week from May 5, 2025 – August 22, 2025. Employees will need a valid Michigan Driver’s License and be able to utilize a personal vehicle for travel throughout the counties of Michigan’s Upper Peninsula.

Duties of the Project Technician

- Perform waterfowl and marsh bird surveys following strict protocols and guidelines
- Planting warm season grasses to establish habitat for sharptailed grouse.
- Planting native wildflowers to enhance pollinator habitat.
- Invasive species surveys and removal.
- Participate in and host outreach events across the UP
- Work with partner organizations on conservation projects as applicable.
- Work with UPRCD Director and Conservation Coordinator on all applicable reports.
- Assist with general administrative tasks including, but not limited to, writing press releases, creating electronic newsletters, taking minutes at meetings, tracking project volunteer hours, social media/website design/activities.
- Other duties as assigned by UPRCD Director and Coordinator to ensure completion of project deliverables and objectives.

Required Qualifications:

- Valid Michigan Driver’s license
- Organization skills
- Punctual
- Ability to work with alone and as a group
- Reliable personal transportation
- Ability to pass a federal background check

Preferred Qualifications:

- Conservation interest/education
- Navigation experience utilizing GPS or maps
- Microsoft Office experience
- EUP bird and plant ID skills
- *Survey123/FieldMaps* data collection experience
- Field experience in invasive species I.D
- Experience planting seed and plant plugs

Location:

Sault Ste. Marie, Michigan (Office Location: 128 W. Spruce Street, Suite 5) Field work primarily occurs within the Eastern UP but will require some visits across Western and Central UP Counties. *Office space is provided and remote work from home is a potential option.*

Compensation:

\$18.00/hour, travel expenses including mileage reimbursement paid at the current State rate.

How to Apply:

Interested applicants should send a cover letter, resume (including academic and field work background), and a list of three professional references (include both phone number and e-mail) no later than **4:00 PM EST February 14th, 2025** to nick.cassel@uprcd.org with “UPRCD Project Technician” in the subject line.