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CONTRACT EMPLOYMENT ANNOUNCEMENT: URBAN WOOD MARKETING ASSISTANT

Release Date: 7/27/09 – Application Deadline: 8/14/09

The Southeast Michigan Resource Conservation and Development Council is seeking a short-term, part-time contractor to perform a variety of administrative and project management functions. The contractor will provide support for the *Marketing Urban Wood through Certification and Branding Project*, a USDA-funded, Midwest-regional effort to promote the use of dead community trees in reclaimed wood products and to foster greater use of such products in green building.

Competitive candidates must have strong administrative experience, including the ability to effectively:

- Coordinate meetings and conference calls;
- Plan events and travel arrangements;
- Communicate with diverse groups of stakeholders (this includes initiating/maintaining strong working relationships with project partners and creating effective tools to facilitate team discussion through online and other communications tools); and
- Manage projects (by keeping tasks on schedule and on budget, writing and filing reports such as meeting notes and event proceedings, recording project activities and grant matching contributions, and collecting/organizing project data).

The candidate must have expertise in MS Office software (including Word, Excel, and PowerPoint) and must possess excellent writing skills. This administrator must be highly organized, enthusiastic, self-motivated, and a quick learner with strong attention to detail.

A degree is preferred, but not required, for this position. In addition to the administrative skills listed above, the ideal candidate will have some familiarity or background in one or more of the following areas: forestry/wood products, green building/architecture, marketing/branding, or arboriculture.

Some travel will be required. Attendance at regional meetings will be expected, with travel expenses reimbursed at standard governmental rates. The contractor must have a valid driver's license and access to his/her own reliable transportation.

The contract period is anticipated to be from September 1, 2009 – June 30, 2010 (44 wks), at roughly 20 hrs/wk. The monthly hourly work requirement is flexible and will vary as needed for project activities. The hourly contracted rate is negotiable, based upon experience, but is not to exceed a total of \$12,480 for the entire contract period.

While office space may be available on a limited basis for desk usage, meetings, and other activities at the Council's Ann Arbor location, the contractor will be expected to provide his/her own office space and equipment. Most position activities will be conducted by phone and e-mail, therefore the physical location and schedule of the contractor is flexible. However, the contractor must be available for regular Thursday or Friday meetings at the Council office approximately twice per month.

Interested parties should submit a cover letter, resume, and writing sample to the Southeast Michigan RC&D Council by August 14, 2009. Additional writing samples may be required during the final interview process. Electronic submissions (sent to jessica.simons@semircd.org) are preferred.

A proposal outlining the specifics of the *Marketing Urban Wood through Certification and Branding Project* may be obtained by contacting the Southeast Michigan RC&D Council at 517-851-2372 or jessica.simons@semircd.org. The Southeast Michigan Resource Conservation and Development Council is an equal opportunity employer and provider.