

Research Analyst, Part-Time Consultant

Location: Grand Marais, Michigan (Burt Township)

Status: Part-Time / Contract | 10–20 hours/week

Reports To: Township Supervisor

Compensation: Negotiable based on experience

Position Purpose

Burt Township is seeking a part-time Research Analyst to support the Township Supervisor and Board with research, data, and objective information related to the long-term preservation of West Bay.

Key Responsibilities

- Conduct research and complete priority assignments from the Township Supervisor.
- Research and summarize environmental, regulatory, infrastructure, maritime, and harbor-management issues.
- Prepare clear briefs, reports, presentations, and recommendations for the Township Board.
- Develop and maintain a master list of West Bay preservation initiatives and monitoring activities.
- Track harbor conditions, including water quality, shoreline, infrastructure, and environmental trends.
- Collect and organize studies, reports, historical information, regulations, and community feedback.
- Monitor relevant Michigan EGLE policies, regulations, and grant opportunities.
- Identify potential preservation projects, funding sources, partnerships, and gaps in current efforts.
- Gather information from residents, businesses, property owners, government agencies, and other stakeholders.
- Translate technical information into clear, practical information for Township decision-making.

Qualifications

- College degree not required.
- Demonstrated ability to research, gather, organize, and communicate information.
- Transferable experience in business, project coordination, trades, military service, community involvement, or similar fields.
- Strong organizational, communication, writing, and data-management skills.
- Ability to work independently and learn new subject matter.
- Understanding of how public and private organizations interact.
- Familiarity with Grand Marais and West Bay strongly preferred.
- Genuine interest in the long-term preservation of West Bay strongly preferred.

Work Environment

Flexible, part-time consulting work conducted primarily remotely, with local presence required for harbor observation, monitoring, Township meetings, and stakeholder collaboration.