

TIMBERLAND INVASIVES PARTNERSHIP COORDINATOR POSITION DESCRIPTION



Job title: Coordinator, Timberland Invasives Partnership (hereinafter referred to as TIP)

Background: The Timberland Invasives Partnership (TIP) is a Cooperative Invasive Species Management Area (CISMA) encompassing Langlade, Menominee, Oconto, and Shawano Counties as well as the Menominee Nation and Stockbridge-Munsee tribes in Northeastern Wisconsin. This partnership consists of Federal, Tribal, State, and County agencies as well as local governments and organizations. TIP is overseen by a Steering Committee that establishes the invasive species management priorities and goals for this partnership. Fiscal oversight of TIP is provided by Lumberjack Resource Conservation & Development Council, Inc. (Lumberjack RC&D).

Job summary: The TIP Coordinator oversees invasive species control efforts throughout the four-county TIP area, implementing management goals set by the Steering Committee. This is accomplished through a multi-facet approach including capacity building efforts, raising public awareness through education, invasive species monitoring and treatment, native habitat restoration, and grant writing/tracking. The TIP Coordinator serves as the primary public representative of TIP.

Position scope: This Coordinator position is funded through a variety of Federal, State, and local grants and contracts. The Coordinator will be responsible for tracking and recording their hours spent operating under different grants as well as seeking additional funding opportunities for sustaining the position and/or increasing the hours. All applications for funding must be authorized by the Steering Committee and approved by the Lumberjack RC&D Council.

Coordinator duties shall include but not necessarily be limited to the following:

Program Coordination:

1. Provide a central point of contact for TIP partners, supporting organizations, the public and other parties interested in the four-county invasive species initiative
2. Seek potential funding opportunities, report findings to the TIP Steering Committee and prepare grant applications when authorized to: a. Sustain the TIP Coordinator position, b. Support TIP projects, and c. Advance the general ability of TIP to provide services
3. Satisfy the applicable deliverable requirements of present and future grant funding programs
4. Attend all meetings of the TIP Steering Committee, record meeting minutes, and provide reports on all Coordinator activities
5. Provide reports of activities to the Lumberjack RC&D Council (2 times/year)

Invasive Species Monitoring & Control:

1. Identify and coordinate projects that will maximize on-the-ground removal of invasives and public educational opportunities (within the liability limitations established by TIP's fiscal sponsor)
2. Conduct invasive species control and survey work
3. Supervise, train, and coordinate scheduling of seasonal invasive species technicians
4. Plan and implement restoration efforts following removal of invasive species populations

Public Education & Outreach:

1. Schedule, promote, and conduct programs to increase public awareness of invasive species within the TIP area
2. Solidify TIP's position as a community resource that provides information and direction and empowers partners, organizations, volunteers, and stakeholders by combining and coordinating resources
3. Promote the TIP group, and seek new formal partners and/or project participants
4. Maintain the TIP website
5. Develop education and outreach materials, including monthly newsletter

Qualifications:

1. Bachelor's degree in natural resources or closely related field or associates degree with two years of relevant experience
2. Knowledge of invasive species impacts, management, and planning
3. Grant writing experience preferred
4. Excellent time management and organizational skills
5. Self-motivation and the ability to work independently without daily supervision
6. Good oral and written communications skills
7. Must be able to communicate and work well with a variety of people both one-on-one and in groups, including the public as well as TIP partners
8. Ability to effectively identify, organize and utilize available resources.
9. Other preferred skills include GPS mapping, plant identification, and media management

Equipment/facilities required: Office space will be provided by Menominee County and located in Keshena. The candidate must possess a valid driver's license and a personal vehicle that is adequately insured and available for work-related travel. Regular travel within the TIP area is required. Mileage allowance provided (federal rate), \$2,000 maximum per year.

Supervision: Molly McKay, TIP Steering Committee Chair and Langlade County Conservationist and Jeremy Johnson, TIP Steering Committee Vice-Chair and Menominee County Conservation/Forestry/Zoning Department Director based out of Keshena. Tracy Beckman, Executive Director, Lumberjack RC&D based in Rhineland.

Hours/Wages/Benefits: Work schedule is flexible and dependent on available projects & funding. Presently, enough funding is available to support the position at an average of 32-40 hours per week through 2019. Two seasonal positions will be hired to assist the coordinator with control and outreach efforts. Some weekend work will be required. Start date immediate. \$17.00-\$18.00 per hour. There are no benefits with this position.

Apply: Send cover letter, resume, and references via email only to tracybeckman.lumberjack@frontier.com by April 27, 2018.