



Position Description: INVASIVE SPECIES COORDINATOR

GENERAL POSITION DESCRIPTION

Glacierland Resource Conservation & Development Council, Inc is seeking an Invasive Species Coordinator to administer the Lakeshore Invasive Species Management Area (LISMA) and to serve as the aquatic invasive species coordinator in Manitowoc and Kewaunee counties. This position will administer grant-funded work, manage programs, and carry out projects and events in support of Glacierland, its partners, and stakeholders. This position is funded by grants from the U.S. Forest Service and the Wisconsin Dept. of Natural Resources (WI DNR). The coordinator will work closely with partners at the Manitowoc and Kewaunee County Conservation offices and the WI DNR to serve as the point of contact for invasive species issues.

LISMA is a cooperative weed management area and a program of Glacierland RC&D that seeks to protect native ecosystems of northeastern Wisconsin by decreasing the impacts of invasive species. We work to achieve this by raising awareness of invasive species and their impacts in our region, preventing the introduction and spread of invasive species, managing invasive species, through cooperative efforts using appropriate and effective control methods, sharing resources, and building partnerships to leverage the resources in our community.

JOB LOCATION

This position will cover four counties of Wisconsin - Calumet, Fond Du Lac, Manitowoc, and Kewaunee. Work is conducted throughout the four counties, with occasional travel to other parts of the state and region. The job requires travel to various work sites using a personal vehicle; mileage expenses will be reimbursed. Some irregular hours are required. Duties may require physical exertion while working outdoors in all weather conditions, and sometimes in different or hazardous terrain. This position will be based out of the employee's home.

DUTIES INCLUDE (but are not limited to):

- Coordinating and hosting field events to carry out invasive species plant removal with volunteers and staff from multiple agencies.
- Consulting with landowners seeking assistance with invasive plant management and habitat restoration.
- Seeking out external funding opportunities related to invasive plant management and applying for grants.
- Organizing and hosting workshops on invasive plant management for regional stakeholder groups. (ex. Road crews, natural resource professionals, local tribal representatives, business owners, etc.)
- Soliciting, training, and supervising volunteers and interns in invasive plant removal and basic mapping techniques.



- Networking with agency professionals, community organizations, and local residents to build and strengthen partnership.
- Maintaining appropriate records and budgets for grant tracking, and reporting grant related activities and results to funding agencies and partner organizations.
- Presenting invasive species information at local meetings, farmers markets, conferences, and other outreach and educational opportunities.
- Coordinating and recording details of meetings for distribution to partner agencies.
- Maintaining website and social media information.
- Provide technical assistance to lake residents, partners and other organizations regarding AIS monitoring, identification, etc.
- Run annual state-wide education & volunteer campaigns in each county including Drain Campaign, Landing Blitz, Project RED & AIS Snapshot Day.
- Train and supervise Clean Boat Clean Waters watercraft inspectors and volunteers.
- Distribute educational materials to local businesses such as bait shops and pet stores.
- Coordinate purple loosestrife biocontrol program.
- Act as point of contact for landowners for questions about aquatic invasive species.
- Inventory, handle, and manage equipment.
- Regular interaction with WIDNR supervisor to resolve any issues or questions relating to LISMA programming.

REQUIREMENTS

Education

- Bachelor's Degree in Natural Resources or related field required.

Work Experience

- Two years of work experience/service in natural resource management desired.
- Strong initiative and self-motivation to work independently and productively without day-to-day direct supervision.
- Strong written and verbal communication and networking skills; experience writing advertisements and press releases would be beneficial.
- Ability and attitude necessary to work with staff and volunteers effectively in a respectful and positive manner.
- Demonstrated ability to coordinate and supervise volunteers and interns.
- Strong organizational skills.
- Familiarity with local flora and fauna, including field identification skills and invasive species life history and control measures. Opportunities for improving these skills will be provided.



- Experience with computer spreadsheets, databases and word processing software; GPS and GIS skills.
- Experience working with budgets would be beneficial, as would a knowledge of statistical analysis of data.
- Experience in physically demanding field environments; candidates should be capable of carrying a 50lb backpack for several hours in rough terrain and potentially inclement weather.

Other Requirements

- The candidate must possess a valid driver's license and a personal vehicle that is insured and available for work-related travel.
- The successful candidate may need to acquire a Pesticide Applicator Certification.

HOURS AND SCHEDULING

The position is a full-time position that requires flexibility in scheduling as some weekend and evening work will be required.

COMPENSATION AND BENEFITS

Salary - \$20.00/hr. to \$25.00/hr. Starting wage will be at the base rate of \$20.00/hr. plus an increase for each year of equivalent work experience.

Fringe Benefits: Medical benefits.

Leave Benefits: Holidays, vacation time, and sick time.

APPLICATION REQUIREMENTS

Submit a cover letter, resume, three professional references, and college transcripts by February 29, 2024 to office@glacierlandrccd.org

ANTICIPATED START DATE

April 1, 2024 or sooner

For questions about this position or application process contact Kari Divine at (920) 465-3006 or office@glacierlandrccd.org.