

TIMBERLAND INVASIVES PARTNERSHIP COORDINATOR POSITION DESCRIPTION



Job title: Coordinator, Timberland Invasives Partnership

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 priorities and goals for the 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 management efforts throughout the four-county TIP area, implementing 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: The Coordinator position is funded through a variety of Federal, State, and local grants and contracts. The Coordinator will be responsible for tracking and recording TIPs hours and expenses operating under various funding sources 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 area
2. Seek potential funding opportunities, report findings to the TIP Steering Committee and prepare grant applications as authorized to: a. Sustain the organization and Coordinator, b. Support TIP projects, initiatives, and mission, and c. Advance the general ability of TIP to provide its services
3. Satisfy all deliverable requirements of present and future 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

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 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 and social media sites
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, GIS 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: Jeremy Johnson, TIP Steering Committee Chair and Menominee County Conservation/Forestry/Zoning Department Director; Cody Brauner TIP Steering Committee Vice-Chair and Langlade County Forestry; Tracy Beckman, Executive Director, Lumberjack RC&D.

Hours/Wages/Benefits: Work schedule is flexible and dependent on available projects & funding. Position is primarily grant funded, with ongoing funding secured by the Coordinator. Occasional weekend work will be required. Start date immediately. Starting wage is approximately \$17-18 per hour, may vary based on qualifications and experience. Benefits include paid vacation, retirement plan, health insurance, and paid holidays per Lumberjack RC&D's policies.

APPLY: Send cover letter, resume, and three references via email only to tracybeckman.lumberjack@frontier.com. Position open until filled.