



## **JOB ANNOUNCEMENT**

**Position Title:** Manitowoc & Sheboygan County Aquatic Invasive Species Coordinator

**Purpose & Role:** The Aquatic Invasive Species (AIS) Coordinator will conduct comprehensive, county-wide AIS programs in Manitowoc and Sheboygan Counties. The AIS Coordinator will develop and implement AIS programs to prevent and control the spread of AIS in partnership with county and agency staff, Lakeshore Natural Resource Partnership staff and Stantec staff, and conservation group and lake association members.

### **Job Description:**

This is a full-time, limited term position.

Full time employment is based on a 40-hour work week.

The position is supported by Wisconsin Dept. of Natural Resources grant funds and employment is dependent on grant funding, which is secured through December 31, 2019. Continued employment will be contingent upon future funding availability.

This position will be housed in the Sheboygan County Administrative Offices.

The AIS Coordinator will:

- Build, maintain, and assist an active network of AIS partners
- Participate in State-wide led efforts including DNR's "Draining Campaign", AIS Bridge Snapshot Day, Landing Blitz, and Project RED, among others
- Conduct a Clean Boats Clean Water Program
- Supervise summer boat inspectors
- Provide AIS education and materials to volunteers and municipal staff
- Support the Citizens Lake Monitoring Network Program
- Conduct AIS monitoring as requested
- Develop summaries, reports and maps about the presence or absence of AIS
- Provide technical assistance to partners and other organizations
- Conduct AIS workshops and presentations for citizen groups
- Issue AIS news and press releases
- Attend AIS trainings/meetings
- Install and maintain AIS signs
- Track work progress via online databases
- Develop project reports

### **Qualifications:**

- Bachelor's degree in natural resources field, or sufficient professional experience to substitute
- One or more years relevant work experience preferred
- Demonstrated experience in building networks and coordinating projects with multiple stakeholders; experience and skills with conflict management beneficial

- Strong interpersonal skills and a collaborative attitude
- Ability to self-start and to work independently without close supervision
- Ability to plan, implement and teach educational programs, including translating technical information
- Ability to communicate effectively with diverse audiences orally and in writing
- Willingness to travel throughout the project area and attend evening/weekend events
- Familiarity with aquatic invasive species and local land/water conservation issues preferred.
- Plant identification experience preferred
- Adept in Microsoft Office- Word, Excel, Powerpoint, Publisher, Access
- Must possess or obtain a valid Wisconsin driver's license
- Provide proof of auto insurance coverage
- Must have reliable personal vehicle
- Ability to operate motorized and/or non-motorized watercraft helpful

**Compensation:**

Salary will be commensurate with experience

Personal vehicle mileage reimbursement at the current federal mileage rate for personal vehicle use will apply

**Application Requirements:** Submit a cover letter, resume, at least 3 professional references, and a technical writing sample

**Application Deadline:** March 25, 2019

**Submit Application Package as pdf file(s) to:** [office@glacierlandrcd.org](mailto:office@glacierlandrcd.org)

**For Questions About This Position or Application Process:** contact Kari Divine at (920) 465-3006 or [office@glacierlandrcd.org](mailto:office@glacierlandrcd.org)

**Anticipated Start Date:** April 8, 2019