

ADIRONDACK AQUATIC INVASIVE SPECIES COORDINATOR

*for the Adirondack Park Invasive Plant Program (APIPP)
a Partnership for Regional Invasive Species Management in New York State
The Nature Conservancy – Adirondack Chapter*

JOB DESCRIPTION

POSITION DESCRIPTION:

The Aquatic Invasive Species Coordinator (AISC) will assist the Adirondack Park Invasive Plant Program (APIPP), one of New York's eight Partnerships for Regional Invasive Species Management (PRISM). The APIPP facilitates the development and implementation of programs in the Adirondack region for invasive species prevention, monitoring, mapping, management, education, and restoration (more information online at www.adkinvasives.com). The AISC's primary role will be to build upon APIPP's early detection and monitoring programs for aquatic invasives and to coordinate partners in the region working on aquatic invasive species issues. This is an excellent opportunity for a motivated individual to work in a creative, team-oriented environment on an important and high profile conservation issue.

BASIC QUALIFICATIONS:

- BA/BS degree in science-related field and one to two years related experience in ecological sciences or resource management
- Communicating clearly via written and spoken means
- Ability to work independently and with others

ESSENTIAL FUNCTIONS:

The AISC will participate in the development and coordination of aquatic invasive species programs in the Adirondack region. This may include one or more of the following functions:

- Coordinates the implementation of the Adirondack Park Aquatic Nuisance Species Management Plan
- Coordinates APIPP's aquatic invasive plant volunteer monitoring program, including organizing training sessions and providing volunteer support and assistance
- Conducts aquatic invasive species surveys and lends guidance on aquatic invasive plant management efforts
- Performs database entry, mapping, and analysis
- Develops work plans and project reports as necessary
- Develops and delivers presentations to resident groups and professional organizations at local, state, and regional levels
- Assists the submission of proposals/funding requests to other sources as necessary and appropriate
- Coordinates regional management of aquatic invasives with other Partnerships for Regional Invasive Species Management and partners, such as the Lake Champlain Basin Program

REQUIRED KNOWLEDGE AND SKILLS:

- Experience working with or knowledge of aquatic systems and knowledge of ecological resource management principles
- Familiarity with aquatic invasive species and current trends and practices in their management
- Botanical skills including ability to identify aquatic plants and utilize plant identification keys
- Completes tasks independently with respect to timeline(s)
- Manages time and diverse activities under deadlines while delivering quality results
- Working knowledge of common software applications (e.g.; Word, Excel, Powerpoint)
- Experience using geographic information system (GIS) software such as ArcGIS and Global Positioning System (GPS) equipment

COMPLEXITY/PROBLEM SOLVING:

- Coordinates multiple projects with several variables, setting realistic deadlines and managing timeframes
- Interprets guidelines, evaluates information, and modifies processes to adapt to changing circumstances
- Compiles data, resolves disparities and modifies processes to generate plans
- Resolves routine issues independently, consulting with supervisor to develop plans for resolution of complex and unusual problems
- Cultivates and develops creative ideas to improve invasive species management strategies
- Applies diversified knowledge of scientific principles and practices to a variety of assignments

DISCRETION/LATITUDE/DECISION-MAKING:

- Makes independent decisions based on analysis, experience, and judgment
- Performs under minimal and frequently distant supervision, consulting with supervisor in event of any unusual circumstance, problem or question that falls outside of general program management realm

RESPONSIBILITY/OVERSIGHT – FINANCIAL AND SUPERVISORY:

- May lead or monitor work groups consisting of staff, interns, and volunteers covering a wide geographic area
- Financial responsibility may include working within/managing a budget to complete projects, negotiating and contracting with vendors, assisting with budget development and meeting fundraising targets

COMMUNICATIONS/INTERPERSONAL CONTACTS:

- Networks and communicates effectively with diverse groups, including land owners, conservation partners, government officials, business/industry representatives, volunteers, and the general public
- Provides a variety of information to staff and others, contributing to conservation projects and assisting workflow throughout the organization

WORKING CONDITIONS/PHYSICAL EFFORT:

- The AISC may work in variable weather conditions, at remote locations, on difficult and hazardous terrain and under physically demanding circumstances

LOCATION:

The position will be located at the Adirondack Chapter of The Nature Conservancy's office in Keene Valley, NY. The Adirondack Chapter has a highly successful 35+ year track record of conservation work within northern New York.

APPOINTMENT:

The position is a state-funded position for two years with renewal contingent upon availability of continuing state funds and satisfactory progress of employee. **A start date of June 9, 2008 is desired.**

TO APPLY:

Please send a letter of interest, resume, and names and contact information for three references by May 5, 2008 to:

Hilary Oles, Coordinator, Adirondack Park Invasive Plant Program
The Nature Conservancy – Adirondack Chapter
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Keene Valley, NY 12943
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