

The Institute for Regional Conservation

POSITION DESCRIPTION

POSITION TITLE:	Invasive Species Program Coordinator
LOCATION:	Sugarloaf Key, FL
DATE PREPARED:	September 25, 2009
SALARY:	\$35,000/yr + benefits

PROGRAM DESCRIPTION:

The No Invasives Left Behind program implements exotic plant control projects on private and public lands throughout the Florida Keys (Monroe County). It is supported by three grants from the US Fish and Wildlife Service and the State of Florida. Funding is secured annually, but the program is expected to receive continued funding.

ESSENTIAL FUNCTIONS:

The Invasive Species Program Coordinator participates in the management and coordination of the No Invasives Left Behind Program, and leads efforts to secure funding for future years. Duties are split between office work and field work. Applicants should have good communication, organizational, and computer skills. Duties will include one or more of the following functions:

- Supervises a seasonal invasive species control team
 - Removes exotic plant species
 - Coordinates community support and gives community presentations
 - Selects priority sites for invasive species control and collects pre and post treatment vegetation data
 - Maintains budgets, assists with grant reporting and grant writing
 - May be asked to assist with unrelated vegetation monitoring projects
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POSITION REQUIREMENTS

General

- Networking with private landowners and conservation partners for priority restoration efforts, good communication skills a must.
- Ability to work a flexible work schedule, occasionally weekends on short notice.
- Must have a valid driver's license and safe driving record.
- Other duties as assigned.

Finance/Administration

- Annually hire, train, support and supervise the work of a seasonal invasive species control team.
- Responsible for tracking supply and contract budgets for invasive exotics projects.
- Responsible for acquiring project supplies and overseeing maintenance of existing equipment.
- Assists with grant reporting and writing.

Invasive Species Management

- Plan and direct the No Invasives Left Behind program (i.e. volunteer workdays, exotic plant control teams, neighborhood projects and outreach and education activities aimed at control of invasive exotic plants and restoration of native species)
- Solicit, coordinate and assign tasks to multiple volunteer work teams with a wide variety of backgrounds and abilities.
- Coordinate training opportunities for invasive plant identification and proper herbicide application and removal techniques for IRC staff and conservation partners.
- Work closely with conservation partners to set priorities for invasives removal work and track progress in

their jurisdiction.

- Work with contractors to assign tasks, track progress and approve completion of invasives removal projects.
- Approach and communicate with private landowners to persuade them to allow removal of exotics from their property.
- Utilize and train others on use of handheld GPS units and ArcView/ArcGIS mapping software to collect, enter and download information on exotic plant infestation and treatments into databases.
- Ability to identify, physically remove and apply herbicide to invasive exotic plants.
- Ability to provide training in plant species identification, herbicide use and safety to staff, conservation partners and volunteers.
- Will be required to obtain Florida Certified Pesticide Applicator license application of herbicides in natural areas.
- Ability to safely operate electrical and mechanical power tools, including chainsaws, and must follow recommended safety guidelines and precautions specified for said work.

REQUIRED KNOWLEDGE AND SKILLS:

- BA/BS/AS/Technical or vocational degree in science-related field and one to two years related experience in custodial and ecological land management or equivalent combination of education and experience.
- Experience working with or knowledge of natural systems. Ability to recognize plant and animal species as required to complete monitoring and management activities.
- Knowledge of ecological land management principles
- Knowledge of current trends and practices in conservation, land management and natural resource preservation
- Completing tasks independently with respect to timeline(s)
- Managing time and diverse activities under deadlines while delivering quality results
- Working knowledge of common software applications (e.g.; Word, Excel, Access, Web browsers).
- Communicating clearly via written, spoken and graphical means in English and other relevant languages
- Safe use of maintenance tools; including lawn mowers, power tools and construction tools

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 conservation 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
- Perform under minimal and frequently distant supervision, consulting with supervisor in event of any unusual circumstance, problem or question that falls outside of general management realm.

RESPONSIBILITY/OVERSIGHT – FINANCIAL AND SUPERVISORY:

- Supervise staff of 5 field based employees, with responsibility for performance management, training and development.
- 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 with diverse groups, including land owners, conservation partners, government officials, donors, board members and the general public to recruit support for the No Invasives Left Behind program

- Provide a variety of information to staff and others, contributing to conservation projects and assisting workflow throughout the organization.
- Work and communicate effectively with a diverse group of people, including scientists, IRC staff and others, providing and obtaining needed information

WORKING CONDITIONS/PHYSICAL EFFORT:

May work in variable weather conditions, at remote locations, on difficult and hazardous terrain and under physically demanding circumstances. These conditions:

- require considerable physical exertion and/or muscular strain
- present frequent possibility of injury
- require long hours in isolated settings

POSTING DEADLINE: Open until filled

TO APPLY, SEND COVER LETTER AND RESUME TO:

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