



# NORTHWOODS COOPERATIVE WEED MANAGEMENT AREA

Working Together to Protect Northern Wisconsin from Invasive Species

[www.northwoodscwma.org](http://www.northwoodscwma.org)

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**Position Description:** COORDINATOR

**DATE:** October 9, 2017

## GENERAL POSITION DESCRIPTION

The Northwoods Cooperative Weed Management Area (NCWMA) seeks a Coordinator to coordinate projects and events in support of its mission with assistance from NCWMA member agencies and their volunteers. The position is grant funded, with further employment contingent on acquisition of additional funding.

The NCWMA seeks to protect native ecosystems of northern 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. More information about the NCWMA can be found at our website, [northwoodscwma.org](http://northwoodscwma.org).

## JOB LOCATION

The NCWMA covers the northern four counties of Wisconsin - Douglas, Bayfield, Ashland and Iron counties. 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 difficult or hazardous terrain. The employee's office will be located in the Bayfield County Land and Water Conservation Department, Washburn, Wisconsin.

**DUTIES INCLUDE** (but are not limited to):

- Seeking out external funding opportunities related to invasive species management and applying for grants.
- Coordinating and hosting field events to carry out invasive plant removal with volunteers and staff from multiple agencies.
- 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 the NCWMA 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, farmer's markets, conferences, and other outreach and education opportunities.
- Coordinating and recording details of monthly NCWMA meetings for distribution to partner agencies.
- Maintaining the NCWMA website and producing a quarterly newsletter.
- Regular interaction with supervisor and oversight committee to resolve any issues or questions relating to NCWMA program.

## **REQUIREMENTS**

### Education:

Bachelor's degree in natural resources or related field preferred.

### Work Experience:

- Two years of work experience / service in natural resources management desired.
- Strong initiative and self-motivation to work independently and productively without direct day-to-day supervision.
- Strong written and verbal communication and networking skills; experience writing grants, advertisements and press releases would be preferred.
- 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.
- Experience in physically demanding field environments; candidates should be capable of carrying a 50 lb. backpack for several hours in rough terrain and potentially inclement weather.
- Experience with computer spreadsheets, data bases, and word processing software; GPS & GIS skills and experience working with budgets would be beneficial.

### Other Requirements

- The candidate must possess a valid driver's license and a personal vehicle that is insured and available work-related travel, occasionally overnight.
- The successful candidate must acquire a Pesticide Applicator Certification (fees paid by employer) within 2 months after the position's starting date.
- The successful candidate must pass a drug screening test.

## **HOURS AND SCHEDULING** (some flexibility)

The position is fulltime (37.5 hours per week) between April and September.

Between October and March, the position shifts to a 75% time (30 hours per week) schedule.

## **COMPENSATION:**

Pay is \$17.50/hour. Benefits include some paid holidays, PTO, and worker's compensation insurance.

**TO APPLY:**

Submit cover letter and resume and provide contact information for three references, by Friday, October 27th, 2017 to;

[jackj@premiersolutionsgrp.net](mailto:jackj@premiersolutionsgrp.net)

Premier Solutions Group

1652 North Main Street

Racine, WI 53402

Premier Solutions Group serves as a payroll services provider for this position.

Questions about the position can be emailed to Ben Dufford, County Conservationist, at [bdufford@bayfieldcounty.org](mailto:bdufford@bayfieldcounty.org)