

Bucktail Watershed Association Invasive Plant Project Coordinator and Sinnemahoning Watershed Cooperative Weed Management Coordinator

Job Summary:

The position of BWA/SIPMA coordinator is responsible for developing, implementing, coordinating, and evaluating the invasive weed control and cooperative program in the Sinnemahoning Invasive Plant Management Area. The coordinator also prepares the annual budget, grant applications, correspondence, reports, news releases, documents, and reference materials. The primary responsibility is to reduce the number of invasive plants in the Sinnemahoning Creek Watershed. The secondary responsibility is to build liaisons, networks and collaborative working arrangements as necessary to carry out the program with county, state and federal agencies and with community based groups and organizations. The employee in this position is given significant discretion within the scope of policy and regulation in the routine performance of his/her duties. The employee is supervised and guided by the Bucktail Watershed Association Board of Directors and the SIPMA Steering Committee.

Essential Functions:

This is a *part-time or seasonal* contracted position. The coordinator is directly responsible for assuring that the tasks outlined annually by the BWA Board and the Sinnemahoning Invasive Plant Management Area (SIPMA) Steering Committee are achieved in a timely manner.

Job Expectations

Occasional travel to state and regional events.

Must have or obtain a Pesticide Applicators License through the PA Department of Agriculture.

Must provide own office space, report monthly to the BWA BOD and three times a year to SIPMA Steering Committee on accomplishments and upcoming tasks.

Reliable transportation (mileage reimbursed) is required. While using a private vehicle for business, the successful candidate must have current automotive liability insurance and will possess a valid driver's license at time of hire.

Field season hours may be up to 40 hours per week. Hours during the off season may be 5-10 hours per week.

Working Conditions and Physical Requirements

This position includes both office work and active fieldwork.

During the field season (*April through October*), long hours outdoors in hot or cold conditions will be required. This job will require field visits to remote work sites, projects and inspections including hiking in rough terrain in all weather. Long hours of work are necessary to accomplish the responsibilities. The hours will often be longer than office hours, and may include evenings, weekends.

Must be able to perform light to medium lifting, wearing a backpack of up to 40 lbs., pulling or pushing of gear and equipment in and out of vehicles. This position also requires close vision, distance vision, and the ability to focus on plants and insects.

Knowledge, Skills, Abilities

- Knowledge of basic principles of integrated invasive plant control and other weed management techniques.
- Knowledge of invasive plants found within the SIPMA and familiarity with control options.
- Knowledge of GPS and GIS technologies.
- Skill to lead community environmental education events.
- Skills in using electronic communication methods and equipment and demonstrated experience in MS Office, including Word and Excel. Database management skills, navigating the internet and using a basic mapping program required.
- Skill in informal and formal public speaking.
- Ability to work with local landowners in a rural environment.
- Ability to write and manage budgets.
- Ability to write and manage grants.
- Interpersonal, oral and written communication skills.
- Ability to prioritize and arrange job assignments.
- Ability to design and carry out monitoring protocols.
- Ability to read maps, and use measuring tools and GIS equipment.
Ability to keep accurate records, complete timely reports, and develop, administer, and analyze program evaluation.

Qualifications

- Bachelor's degree in Natural Resource Management; Botany; Weed Science; Environmental Science; Biology, or a related field and two years of related program experience. Any combination of relevant education and experience may be substitutes for the requirement on a year-for-year basis.
- Demonstrated experience with invasive plant management.
- Ability to communicate proficiently using oral written and listening skills with a wide variety of audiences, including public speaking to groups.
- Demonstrated ability to work effectively as a team member, work independently and be self-motivated.
- Proficiency in the use of personal computers and software, including word processing, desktop publishing, spreadsheets and databases.
- Occasional travel to state and regional events. Must have, or be able to obtain, a valid driver's license at time of hire.
- Demonstrated ability to successfully solicit grants.
- Demonstrated ability to partner with government agencies, community groups and diverse audiences.
- Direct experience with both program development and implementation.
- Working experience with GPS technology and GIS software.

Salary

Salary will be in the range of \$16-\$18 per hour. No benefits or retirement.