

The Shawnee Resource Conservation and Development Area, Inc.

River to River Cooperative Weed Management Area

JOB DESCRIPTION

Position Title: River to River Cooperative Weed Management Area Project Coordinator
Salary: ~ \$4,000+ per month; (Negotiable)
Location: Cypress Creek National Wildlife Refuge/Southern 11 counties of Illinois
Closing Date: Open Until Filled

ESSENTIAL FUNCTIONS

The River to River Cooperative Weed Management Area Project Coordinator (PC) is a full time contract position. The position is currently funded until August of 2024, with the intent to secure further funding. Cypress Creek NWR will house office space for the PC. The PC serves as the coordinator of the River to River Cooperative Weed Management Area, a joint project of 13 Steering Committee members (see table below). Work will be conducted throughout the entire CWMA area. This position takes lead responsibility for the CWMA, providing oversight and support for the implementation of CWMA projects and further development to achieve the mission of the CWMA. The CWMA's mission is to establish a framework for cooperatively addressing the effects of non-native invasive plants across jurisdictional boundaries within the 11 southern counties (Alexander, Gallatin, Hardin, Jackson, Johnson, Massac, Pope, Pulaski, Saline, Williamson, and Union) in Illinois. To learn more about the CWMA, visit www.rtrcwma.org.

River to River Cooperative Weed Management Area Steering Committee Members	
Illinois Department of Natural Resources	USDA Forest Service - Shawnee National Forest
USFWS-Cypress Creek National Wildlife Refuge	USFWS-Crab Orchard National Wildlife Refuge
USFWS-Middle Mississippi River National Wildlife Refuge	USDA Natural Resource Conservation Service
USDA Animal and Plant Health Inspection Service	Illinois Department of Transportation
Illinois Department of Agriculture	Southern Illinois University at Carbondale
University of Illinois Extension	The Nature Conservancy
Shawnee Resource Conservation and Development Area, INC.	

The coordinator will work as part of the CWMA Steering Committee to provide oversight and support for the planning and implementation of projects to achieve the mission of the CWMA. The coordinator has primary responsibility for completed project deliverables on existing grant-funded projects. The coordinator also works with public agencies, conservation groups, and private landowners to advance the CWMA and ensure abatement of invasive plant species threats to the Cooperative Weed Management Area. The CWMA Project Coordinator does not currently supervise other employees but does help direct the contractual work of others.

SPECIFIC REQUIREMENTS

- Bachelor's degree in natural resource management/business or related area and 1 to 2 years related experience or equivalent combination. Additional education may be substituted for experience.
- Proven effectiveness in working with public agencies and other land managers.

- Excellent written and oral communication and presentation skills; ability to persuasively convey the CWMA mission to diverse groups including elected officials, donors, agencies, the public and others.
- Demonstrated ability to secure funding.

SPECIFIC DUTIES

1. Coordinate CWMA steering committee meetings and other meetings as needed.
2. Provide strategic financial and technical assistance to landowners for invasive plant control within the CWMA.
3. Facilitate the implementation of the Illinois Wildlife Action Plan's Invasive Species Campaign within the CWMA.
4. Coordinate invasive plant workshops and training sessions for volunteers, landowners, businesses, and agencies. Serve as the point person for collection and dissemination of information on invasive plant species in the CWMA. Disseminate educational material focused on regional invasive species. Prepare new educational materials.
5. Consult with land management agencies, the Nature Conservancy, and private landowners on up-to-date control information, regional invasive plant priorities, and application methods.
6. Develop annual CWMA reports and management plans for priority species.
7. Identify and seek out available funding opportunities.
8. Compile, collect, and enter invasive plant distribution data into the EDDMapS mapping system.
9. Work with CWMA members to continue Early Detection and Rapid Response for new invasive species.
10. Work with the Southern Illinois Prescribed Burn Association (SIPBA), the Illinois Department of Natural Resources, and the Forest Service to facilitate the implementation of prescribed fire on private lands as part of the Cross Boundary Hazardous Fuels Reduction Project.
11. Administer and initiate CWMA initiatives coordinated with local, state, and federal government agencies and other organizations.
12. Effectively represent the CWMA to the public, elected and other governmental officials, industry, donors, media, and other individuals and organizations.
13. Facilitate Invasive Species Awareness Month activities and events within the CWMA.
14. Continue the development of the CWMA website, Facebook page and news blog.
15. Other duties as assigned by the Steering Committee.

Preferred qualifications:

- Understanding, or willingness to learn, of the ecological impacts of invasive species.
- Working knowledge of invasive species prevention, early detection, containment, and control techniques.
- Knowledge of and experience with prescribed fire implementation.

KNOWLEDGE/SKILLS/ABILITIES

1. Knowledge of current trends in invasive species policy, management, and planning at the local, state, and national scale.
2. Successful experience in developing, directing, and managing multiple projects and implementing strategic project goals.
3. Management and administration experience, including ability to motivate, lead, meet objectives and manage performance of a large partnership.
4. Demonstrated experience in Microsoft Office software, database/website development and GIS.

COMPLEXITY/PROBLEM SOLVING

1. Cultivate the creative ideas of others to identify potential solutions. Experiment to find creative solutions – think outside the box.
2. Resolve complex issues independently within the project area.
3. Design, implement, and direct multiple projects within the local area, setting deadlines and ensuring project accountability.

DISCRETION/LATITUDE/DECISION-MAKING

1. Make sound decisions based on analysis, experience, and judgment.
2. Act independently within broad program goals.
3. Decisions will affect other partners within the project area and may have project-wide impact.

RESPONSIBILITY/OVERSIGHT – FINANCIAL & SUPERVISORY

1. Serve as project coordinator for CWMA and for some projects, coordinate the work of others.
2. Financial responsibility includes setting and meeting fundraising goals, i.e. grant preparation, evaluating results, and developing corrective strategies as needed. Responsibility and accountability for meeting CWMA strategic goals and objectives.
3. Will need to gain cooperation from individuals or groups over whom there is no direct authority in order to accomplish project goals.

COMMUNICATIONS/INTERPERSONAL CONTACTS

1. Communication and presentations skills; ability to persuasively convey the mission of CWMA to diverse groups including elected officials, donors, steering committee, the public and others. Communicate strategic project goals and objectives.
2. Work in partnership with other organizations in a collaborative or advisory role.
3. Prepare and present project proposals, including negotiating with federal, state and local agencies and other organizations to achieve project goals.

WORKING CONDITIONS/PHYSICAL EFFORT

1. Ability to work effectively under pressure and meet deadlines.
2. Ability to work an irregular schedule including weekends and unpredicted schedule changes, travel on short notice.

To apply, send Cover Letter, Resume (including 3 references), and Narrative addressing the Knowledge, Skills, and Abilities to:

Raymond Bieri at director@shawneercd.org

Note: Electronic submittals only please. Position will remain open until filled.

For questions, contact Raymond Bieri at director@shawneercd.org, or 618-944-1736