

River To River Cooperative Weed Management Area

Project Coordinator Position Announcement

The Shawnee Resource Conservation and Development Area Inc. is seeking qualified applicants to fill the project coordinator position for the River to River Cooperative Weed Management Area. 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.

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

For more details of position, please view the full job description at: [CWMA-Job-Description-.pdf \(shawneercd.org\)](#)