



TIMBERLAND INVASIVES PARTNERSHIP COORDINATOR POSITION DESCRIPTION

Job title: Coordinator, Timberland Invasives Partnership (hereinafter referred to as TIP)

Job objective: To assist TIP in accomplishing its mission to pool available resources to foster public awareness of invasive species and to implement programs to control and manage invasive species of concern. The geographic service area of TIP includes Langlade, Menominee, Oconto, and Shawano counties in northeastern Wisconsin. Within this area are the Menominee Indian Tribe of Wisconsin and the Stockbridge-Munsee Community.

Job summary: The role of the Coordinator is to help the Steering Committee accomplish its objectives and to be the primary focal point representing TIP in the four-county area. The TIP group is a partnership of Federal, Tribal, State, and County agencies plus local governments and other organizations. Priorities and goals of the partnership are established and overseen by the TIP Steering Committee. Lumberjack Resource Conservation & Development Council, Incorporated (Lumberjack RC&D) provides fiscal oversight of TIP.

Position scope: This Coordinator position is funded through a variety of Federal, State, and local grants and contracts. The Coordinator will be responsible for seeking additional funding opportunities for sustaining the position and/or increasing the hours. All applications for funding must be authorized by the Steering Committee and approved by the Lumberjack RC&D Council.

Coordinator duties shall include but not necessarily be limited to the following:

1. Provide a central point of contact for TIP partners, supporting organizations, the public and other parties interested in the four-county invasive species initiative
2. Schedule, promote and conduct programs to increase public awareness of invasive species of high priority in northeastern Wisconsin
3. Promote the TIP group, and seek new formal partners and/or project participants
4. Identify and coordinate projects that will maximize both on-the-ground removal of invasives and public educational opportunities (within the liability limitations established by TIP's fiscal sponsor)
5. Solidify TIP's position as a community resource that provides information and direction and empowers partners, organizations, volunteers, and stakeholders by combining and coordinating resources

6. Satisfy the applicable deliverable requirements of present and future grant funding programs
7. Seek potential funding opportunities, report findings to the TIP Steering Committee and prepare grant applications when authorized to: a. Sustain the TIP Coordinator position, b. Support TIP projects, and c. Advance the general ability of TIP to provide its services
8. Attend all meetings of the TIP Steering Committee, record meeting minutes, and provide reports on all Coordinator activities
9. Provide reports of activities to the Lumberjack RC&D Council (2 times/year)
10. Travel within the TIP area is required

Qualifications:

1. Self-motivation and the ability to work independently without daily supervision
2. Assertive, yet congenial personality enabling comfortable approach to the public
3. Good oral and written communications skills
4. Must be able to communicate and work well with a variety of people both one-on-one and in groups, including the public as well as TIP partners.
5. Ability to effectively identify, organize and utilize available resources
6. Self-discipline to maintain time and activity records accounting for “on the job” activities
7. Grant writing experience preferred
8. Other preferred skills include GPS mapping, plant identification, and media management
9. Knowledge of invasive species and their impacts.

Equipment/facilities required: Office space will be provided by Menominee County and located in Keshena. The candidate must possess a valid driver’s license and a personal vehicle that is adequately insured and available for work-related travel. Mileage allowance provided (federal rate), \$2,000 maximum per year.

Supervision: Molly McKay, TIP Steering Committee Chair and Langlade County Conservationist and Jeremy Johnson, TIP Steering Committee Vice-Chair and Menominee County Conservation/Forestry/Zoning Department Director based out of Keshena. Tracy Beckman, Executive Director, Lumberjack RC&D based in Rhineland.

Hours/Wages/Benefits: Work schedule is flexible and dependent on available projects & funding. Presently, enough funding is available to support the position at an average of about 32 hours per week through the end of 2018. Some weekend work will be required. Start date immediately. \$17.00-\$18.00 per hour. There are no benefits with this position.