

**Job Title:** Western Invasives Network Coordinator

**Salary Range:** Commensurate with combination of qualifications and experience

**Benefits:** medical and retirement options available

**Location:** TBD

**Application Deadline:** 9:00 a.m. August 26<sup>th</sup>, 2019

**Preferred Start Date:** September 2019

The Cascade Pacific Resource Conservation District (CPRCD) is seeking to fill the Western Invasives Network (WIN) Coordinator Position. The WIN Coordinator is employed by CPRCD and directed by the WIN Steering Committee.

### **Western Invasives Network (WIN)**

The Western Invasives Network (WIN), a program of CPRCD, exists to create and strengthen collaborative prevention, management, and awareness of aquatic and terrestrial invasive plants in western Oregon, the southern Oregon coast, and southwest Washington. WIN's more than 100 partners are comprised of a voluntary network of individuals and organizations, as well as local, state, and regional agencies.

WIN has facilitated the formation of ten Cooperative Weed Management Areas (CWMAs) and several working groups that focus on the prevention, control, and treatment of targeted invasive plants. CWMAs help coordinate voluntary actions of members regarding invasive plant education, inventory, prevention, and control. Each CWMA has management and operating plans and early detection rapid response (EDRR) lists.

WIN was established to fulfill three goals:

1. Prevent the introduction and control the spread of the most harmful invasive species in the region by facilitating information exchange and cooperative management among all willing land managers.
2. Provide a clearinghouse for the dissemination of educational materials and an organizing body for training weed practitioners and the public.
3. Create efficiencies for all entities involved in invasive species management by networking with invasive species groups and programs and facilitating connections among different entities.

### **WIN Coordinator Position Objectives**

1. Create and/or enhance the technical and organizational capacity of Cooperative Weed Management Areas.
2. Promote the creation and/or maintenance of effective county weed districts and/or local management programs.
3. Identify and leverage existing resources to assist in implementing invasive plant management strategies.
4. Secure new funding to support priority projects and local implementation capacity in western Oregon and southwest Washington.

5. Provide local communities and members of the Western Invasives Network with information regarding the authorities, capabilities, missions and services of the partners.
6. Serve as a conduit of information related to invasive plant control for partners and the public in western Oregon and southwest Washington.
7. Develop and coordinate awareness, education and training programs in cooperation with the Oregon/Washington Invasive Species Councils, Oregon Department of Agriculture, Washington Noxious Weed Control Board, Oregon/Washington State University Extensions, soil and water conservation districts, watershed councils, federal agencies, non-profits, and other interested partners.

## **WIN Coordinator Scope of Work**

### **1. Administration of WIN (10%)**

- Maintain existing relationships and recruit new partnership members for participation in listservs, CWMA's, working groups and to serve on WIN's Steering Committee
- Coordinate with the Steering Committee Chair to facilitate quarterly Steering Committee meetings and conference calls
- Assist the Steering Committee to update the WIN Strategic and yearly operating plans.
- Produce WIN accomplishment reports as required by funding sources and requested by CPRCD or the Steering Committee
- Update WIN information as needed on the CPRCD website
- Reply to email and phone correspondence in a prompt manner in order to provide sharing of real time information relevant to WIN partners and Steering Committee
- Coordinate with CPRCD staff to develop WIN funding proposals and manage grants and agreements

### **2. Public/Partner Outreach (55%)**

- Act as the premier invasive plant species information clearinghouse for the WIN geographic region
- Connect WIN members and members of the public who are seeking information with those who have answers and related experience
- Engage with the Oregon and Washington Invasive Species Councils, the Oregon Department of Agriculture's Noxious Weed Control Program and the Washington Noxious Weed Control Board
- Act as conduit for sharing information and priorities between the CWMA's, Invasive Species Councils and the states' Noxious Weed Control Programs and Boards
- Provide partners with, or link them to, education/outreach materials such as brochures, displays, PowerPoints, etc.
- Help partners plan and implement education, outreach, and training activities
- Share early detection rapid response (EDRR) and new invasive plant control information using established listservs and/or CWMA mailing lists
- Promote the use of the Oregon Invasive Species Hotline as a reporting tool
- Promote the use of iMapInvasives as a project management tool

- Provide forums to discuss weed mapping, treatment and early detection/rapid response
- Host/facilitate tours with partners to feature weed management and associated habitat restoration projects
- Promote scientifically-based invasive plant management on both public and private lands

### **3. Cooperative Weed Management Areas (CWMA) and Working Groups (25%)**

- Facilitate information sharing between CWMA
- Engage with CWMA across the geographic scope of WIN
- Ensure established CWMA maintain momentum and remain viable through coordination with CWMA Coordinators, Steering Committees, and/or key partner
- Disseminate state and regional level information to CWMA members
- Enhance the technical and operational capacities of existing CWMA (e.g., formation or revision of management and operating plans, MOUs)
- Facilitate or host invasive species working groups as needed and share this information widely
- Work with partners to identify possible coordinated invasive plant management and/or habitat restoration opportunities
- Promote updating CWMA invasive plant lists and new EDDR information

### **4. Secure Funding (10%)**

- Seek funding to support the WIN Coordinator position and to support regional initiatives from multiple sources including grants, and requesting direct financial support from agencies, businesses, and organizations
- Help to secure funding for regional invasive species control and information efforts such as iMapInvasives and the Oregon Invasive Species Hotline
- Participate in WA/OR Invasive Species Councils, state weed boards and other relevant meetings in order to obtain information on invasive plant management and/or funding opportunities
- Help local partners find, and apply for, invasive plant control and associated habitat restoration grants

### **Minimum Qualifications include:**

- Bachelor's degree in a natural resource science or related field. Master's degree an added plus.
- Working knowledge of invasive plant species and/or understanding of related natural resource issues and ecological processes.
- Project management experience: ability to create and manage project budgets and schedules.
- Grant application and report writing experience and skills.
- Ability to work independently and to assume a leadership role.
- Experience in communicating effectively both in written and oral form with individuals and groups of diverse backgrounds (e.g. upper-level management, biologists, fiscal officers, general public).

- Experience in collaborative processes, group facilitation, public presentations, and public involvement/outreach.
- Knowledge, skills and/or experience in environmental education, including preparation of brochures and posters, and facilitation of trainings and field trips.
- Ability to use information systems such as web sites, listservs, social media and/or newsletters.
- Knowledge of missions and management structures of watershed organizations, soil and water conservation districts, resource conservation districts, NGOs, city, county, state, tribal, and federal government programs.

### **Salary and Benefits**

- This is a permanent, full time, salaried position. Employees are paid an annual salary commensurate with experience and qualifications. Benefits include personal time off (PTO), paid holidays, employee medical benefits and a SIMPLE IRA match. This is considered a permanent position but is dependent on available funding.
- This position will operate out of a home office or approved shared office space.

Occasional travel is required to locations including (but not limited to) the southern Oregon coast, southwest Washington, and the Columbia River Gorge. Occasionally this may require overnight stays. Personal vehicle (with appropriate insurance) is required for travel, and mileage will be reimbursed at current Federal rates. Valid Driver's License required.

### **How to Apply for this Position**

Please include a cover letter with your resume, expressing your interest in this position and your qualifications. Email resume and cover letter to [kirk@cascadepacific.org](mailto:kirk@cascadepacific.org). Deadline for applications is 9:00 a.m. on Monday, August 26, 2019. Interviews will be offered after the WIN Steering Committee examines applications. We hope to conduct interviews in the last week of August/first week(s) of September.

### **Cascade Pacific RC&D**

- The CPCRD culture includes a mix of sound business practices and employee initiatives that promote personal and professional development, work/life balance, health and wellness, and community prosperity.
- For more information on CPCRD visit our website at [www.cascadepacific.org](http://www.cascadepacific.org).

Equal Employment Opportunity: CPRCD is an Affirmative Action/Equal Opportunity Employer and supports diversity in the workplace. All employment decisions are made without regard to race, color, religion, sex, national origin, age, disability, veteran status, marital or family status, sexual orientation, gender identity, or genetic information.