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## **Invasive Species Citizen Science Program Coordinator**

The New York-New Jersey Trail Conference is seeking qualified candidates to fill the position of Invasive Species Citizen Science Program Coordinator. The Trail Conference is a non-profit organization focused on connecting people with nature through the volunteer stewardship of more than 2,100 miles of trails and the surrounding natural areas throughout southern New York and northern New Jersey. As part of our stewardship efforts, the Trail Conference leads the Lower Hudson Partnership for Regional Invasive Species Management (LHPRISM), a cooperative effort of more than 40 organizations and agencies involved in invasive species work in the region. Our management of the LHPRISM is supported by a contract with the State of New York. We have a thriving citizen science program that involves over 300 volunteers annually in multiple overlapping programs. These include the Invasives Strike Force, which conducts invasive plant surveys along trails and holds invasive plant removal work days; BlockBuster invasive plant surveys, which search over 3x3-mile grids; two types of invasive insect trap monitoring; and aquatic invasive species surveys. Data collected is used for prioritization of invasive species management work and prediction modeling.

The Invasive Species Citizen Science Program Coordinator will plan, oversee, and implement the citizen science programs of the LHPRISM and recruit and coordinate volunteer participation.

### **Essential Functions:**

- Develop, plan, and conduct training sessions for volunteer surveyors for terrestrial invasive species programs.
- Create and conduct new invasive species educational workshops as needed.
- Attend nature-oriented events to table with outreach and recruiting materials.
- Give presentations to appropriate groups and organizations to educate about invasive species and recruit volunteers for LHPRISM projects.
- Post events on the Trail Conference and LHPRISM websites and configure online registrations.
- Maintain detailed and accurate records of volunteers, contact information, assignments, and completion of assignments.
- Receive and organize volunteer reports and data.
- Review and provide a basic level of quality checking of volunteer reports and data.
- Ensure volunteer data is submitted to partner databases.
- Track volunteer hours and ensure volunteers receive appropriate recognition.
- Post regularly to LHPRISM social media accounts highlighting local projects, volunteers, and educational information about invasive species.

- Assist with keeping the LH PRISM web site (lhprism.org) and the ISF website (nynjtc.org/invasives) up-to-date.
- Write and distribute monthly electronic newsletter to volunteers and partners.
- Help write the LHPRISM annual report.
- Help write reports detailing accomplishments to partners, parks, and regional coordinators.

### **Qualifications**

- Excellent organization skills and ability to multi-task to manage multiple simultaneous projects, volunteers, and data.
- Thorough knowledge of Northeastern invasive species.
- Experience managing data sets, especially using MS Excel and MS Access.
- Experience with ArcGIS software.
- Experience developing training programs and curriculum.
- Experience teaching and working with adult volunteers.
- Ability to conduct day-long training sessions which include both a classroom teaching component and an outdoor, field-based component.
- Ability to move our collection of living potted plants for training sessions into and out of training venues.
- Hold and maintain a valid driver's license and access to reliable personal vehicle for work-related travel (on-the-job travel expenses reimbursed).
- Must be organized, responsible, and detail-oriented.
- Must have excellent oral and written communication skills (writing sample required).
- Experience and comfort with using social media.
- Experience with MS Word, MS Powerpoint, MS Publisher, Adobe Photoshop.

The Trail Conference is located in Mahwah, N.J. However, work may occur throughout the Lower Hudson Valley (Dutchess County to the Bronx). This position has a 40-hour work week with some weekend and evening work required. We provide an excellent benefits package including employee health benefits, paid leave time, and retirement savings plan. On-the-job travel expenses are reimbursed. The successful candidate will attend local and regional invasive species conferences and offer presentations as appropriate.

This position will be supervised by Dr. Linda Rohleder, the Trail Conference's Director of Land Stewardship and Coordinator of the Lower Hudson Partnership for Regional Invasive Species Management and will work with the Aquatic Invasive Species Program Coordinator and the Terrestrial Invasive Species Project Manager.

Start Date: January 2019

**Application:**

To apply, please submit all of the following items by Oct. 15, 2018, via email attachment (start all attachment filenames with your last name) to [invasives@nynjtc.org](mailto:invasives@nynjtc.org) with subject line: IS Citizen Science Program Coordinator: "your last name."

1. Cover letter highlighting relevant qualifications and why you are the right candidate for this position.
2. Resume and GPA for degree(s) received.
3. Contact information for three professional references.
4. Writing sample, 2-3 pages written solely by you, preferably relating to invasive species.

The New York-New Jersey Trail Conference is an Equal Opportunity Employer committed to diversity. We encourage applications from qualified candidates from all cultures, races, colors, religions, genders, national origins, ages, disability status, sexual orientation, military or veterans status, or other status protected by law.