

Position: Aquatic Invasive Species Program Coordinator
Reports to: LH PRISM Coordinator

Date: January 2022
FLSA: Exempt

The Lower Hudson Partnership for Regional Invasive Species Management (PRISM) is dedicated to building a culturally diverse organization whose employees are committed to ensuring that the joys of nature belong to everyone, regardless of race, ethnicity, gender, gender identity, age, disability, national origin, or religion. The New York-New Jersey Trail Conference and Teatown Lake Reservation are partners in PRISM, a cooperative effort of more than 50 organizations and agencies involved in invasive species management throughout the region that is coordinate by the Trail Conference. Teatown is a non-profit 1,000-acre nature preserve and education center located in Westchester County, NY that welcomes over 20,000 visitors annually and hosts the Aquatic Invasive Species Program portion of the Lower Hudson PRISM.

Teatown Lake Reservation and the Trail Conference are jointly seeking qualified candidates to fill the position of Aquatic Invasive Species Program Coordinator. The Aquatic Invasive Species Program Coordinator will plan, oversee, and implement aquatic invasive species projects within the Lower Hudson PRISM as guided by the annual Action Plan, including the hiring, training, and supervision of a seasonal team to assist with fulfillment of the program's deliverables. Established projects include monitoring for aquatic invasive species through comprehensive vegetation and invertebrate surveys, manual control projects of floating aquatic plants, and the Lower Hudson section of the New York State Watercraft Inspection Steward Program, among others.

Responsibilities:

- Fulfill the duties and requirements of the host organization (Teatown Lake Reservation)
 - Assist in creation and execution of lake management plan for three lakes within the preserve, including provision of written reports and data analysis.
 - Hold educational public programs for Teatown community members and volunteers involving aquatic ecology, lake management, and watershed management.
- Establish and nurture collaborative partnerships with non-profit organizations and municipal, state, and federal agencies on aquatic invasive species research and management projects.
- Serve as regional representative for inquiries about AIS from the public and statewide AIS-related activities and initiatives, including involvement in numerous working groups and cross-regional collaborative efforts
- Presenting at/attend regional and statewide meetings and conferences.
- Assist in fulfillment of additional PRISM coordination including social media/website contributions and authoring annual report; track and maintain records of deliverables for reporting purposes.
- Attend outreach events, offer educational programs on aquatic invasives species identification, impacts and prevention for various stakeholders and recruit and train volunteers
- Work closely with the New York-New Jersey Trail Conference Conservation Corps Manager to oversee planning, logistics, and management of the TCCC Aquatic Invasives Strike Force seasonal crew, including training for aquatic surveys, data analysis, management projects, and implementation of the Watercraft Inspection Steward Program.
- Create and maintain inventory and budget for purchase of equipment and supplies
- Maintain ArcGIS database of Lower Hudson lakes and rivers
- Submit AIS survey and treatment/management data into iMapInvasives.
- Prepare reports on activities and statistical summary analysis of seasonal data.

Skills and Qualifications:

- B.S. in biology, ecology, or related field with an emphasis on aquatic sciences (M.S. preferred) and 2 years of project management experience
- Demonstrated experience in team management, specifically related to outdoor field work
- Ability to work independently and with minimal supervision
- Experience in research design and understanding of concepts in aquatic ecology

- Proficient in identification of aquatic macrophytes and invertebrates of the northeast (specific emphasis on invasive species)
- Superior writing skills and basic understanding of graphic design (writing sample required)
- Extensive experience using Microsoft Office Suite and ArcGIS (ArcMap and associated applications)
- Must hold and maintain a valid driver's license and have reliable access to a personal vehicle for work-related equipment hauling and travel (on the job travel expenses reimbursed)

Work Environment

This is a full-time position beginning immediately. It offers a full-time, competitive salary with health and retirement benefits and opportunities for learning. While work performed at the Trail Conference's headquarters is preferred, remote and hybrid work arrangements may be used to allow staff members to fulfill some or all their duties from an off-site location. Enabling remote and hybrid work is a strategic business decision, in addition to being a benefit for staff members, and is consistent with the Trail Conference's culture, including:

- Creating a highly engaged, equitable, diverse, and inclusive workforce
- Attracting and retaining staff by providing a work environment that is supportive and productive
- Sustaining a highly collaborative culture
- Fostering an environment for continued productivity, improvement, and excellence
- Empowering decisions that prioritize both business needs and staff member preferences
- Reducing our environmental impact and aligning with the organization's sustainability goals

For these reasons, we encourage the use of remote and hybrid work arrangements and flexible scheduling when appropriate and when in alignment with the needs of the teams. Approval for such arrangements is granted at the discretion of the Trail Conference management and is subject to ongoing and periodic review. The determination of staff member eligibility for remote and hybrid work will be made in accordance with organization's Hybrid Work Policy. We pledge to uphold equality in our hiring and employment practices and to create an environment where everyone, from any background, can do their best work.

Application:

To apply, please submit the following items via email attachments (start all file names with your last name) to jobs@nynjtc.org, subject line: AIS PC: "Your Last Name". All application materials will be kept confidential.

1. A professional resume.
2. A cover letter addressing your interest and qualifications.
3. Contact information for three references.

This position is available until filled. Candidate interviews will begin immediately and continue until an offer is made. No calls, please.

Employment Opportunities

The LH PRISM provides equal opportunities to all employees and applicants for employment without regard to race, religion, color, age, sex, national origin, sexual orientation, gender identity, genetic disposition, neurodiversity, disability, veteran status, or any other protected category under federal, state and local law.

About Us

Visit us online for more information: [Lower Hudson PRISM New York-New Jersey Trail Conference](#), and [Teatown](#).