



CONSERVING, SUSTAINING, AND
CONNECTING NATURAL AREAS, LANDS,
AND WATERS THAT MAKE THE PLACES
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Position Description
COORDINATOR
OAKLAND COUNTY COLLABORATIVE INVASIVE SPECIES MANAGEMENT AREA
(CISMA)

Overview: The OC CISMA is a partnership in Oakland County, Michigan working to cooperatively manage invasive species. The partnership includes approximately 30 local, county, state, and federal government entities, and non-profit organizations.

The Coordinator is a leadership position providing oversight, support, coordination and implementation for CISMA projects including development and implementation of education and outreach; cooperative invasive species control; early detection/rapid response; data management; and partner communication. A strong willingness to learn, lead, work independently and inclusively (team coordination) is necessary.

The Coordinator is an employee of Six Rivers Land Conservancy, responding to the OC CISMA Executive Committee. The position is grant-funded. Funding is secured through April 2019. Program partners and funding sources are committed to program continuation; continued employment contingent on securing ongoing funding.

Position: Full-time Coordinator to facilitate and coordinate activities of the OC CISMA. The Coordinator facilitates implementation of a cross-jurisdictional multi-partner, county-wide invasive species management program, may supervise other CISMA employees, performs and supports outreach and education services, handles all facets of grant management and contract procurement, and seeks additional and ongoing funding support.

Compensation: Full-time salaried position, salary range \$38,000+, commensurate with education and experience.

Work Location: The OC CISMA Coordinator is housed at the office of the Oakland County Parks in Waterford. Required field work and meetings will occur throughout Oakland County including the offices of Six Rivers Land Conservancy. Limited travel outside of the county may also be required.

Coordinator Responsibilities:

Major Duties and Activities

- Serve as core of the OC CISMA and focal contact person for all partners.
- Communicate and report regularly with OC CISMA Executive Committee and Steering Committee, as well as Executive Director or designee of Six Rivers Land Conservancy
- Coordinate monthly steering committee meetings and support subcommittees as needed.
- Annually review and update the Strategic Plan.
- Management of other CISMA staff including advertising positions, interviewing, onboarding and supervision in concert with the fiduciary and CISMA Executive Committee.
- Other duties as assigned.



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Phone: 248-601-2816 • Fax: 248-601-0106 • www.sixriversrlc.org



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Building Capacity/Program Sustainability

- Administer grants, including collecting and managing program data, prepare required reports, ensure that all documentation is turned in to appropriate recipients. Keep up to date records and photos for grant documentation.
- Familiarize and follow all procurement protocol required by various grantors.
- Identify potential funding sources and take a lead role in writing grants.
- Participate in regional, state, and national invasive species collaborations to share and obtain knowledge and skills to then share with CISMA partners through education events.

Prevention

- The Coordinator will be a key player in Early Detection Rapid Response (EDRR) efforts, activating and directing responses to new findings and range expansions. Work with local, state, and federal partners proactively.
- Provide training for partners on Watch List invasive species, including identification, inventory, reporting, safety and best practices treatment protocols.
- Help to fill gaps in response capabilities of local partners.

Outreach & Education

- Develop and maintain invasive species outreach materials relevant to southeast Michigan including press releases, informational brochures, and similar products.
- Develop and maintain the OC CISMA web presence via website and social media.
- Develop and deliver effective outreach and education programs for landowners, municipalities, and other stakeholders in the OC CISMA service area.
- Conduct presentations before local stakeholders such as government bodies, homeowners' associations, watershed councils and other interested and relevant groups.
- Participate in and promote State of Michigan campaigns such as "Don't Move Firewood."

Treatment

- Coordinate survey and monitoring efforts to ensure consistent, efficient data collection, validation, storage and dissemination. Use GIS and other tools to upload information to MISIN. Share invasive species location data with stakeholders.
- In consultation with Executive Committee, develop annual work plan for invasive species treatment implementation and other related activities.
- Manage bulk contracts for the OC Road Commission.
- Ensure invasive species control is conducted according to best management practices and in compliance with all local, state, and federal laws and regulations.
- Develop and support strike team as funded.



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Competencies

- Proven experience in project and budget management.
- Familiarity with writing and administering state, federal, and community grants.
- Excellent oral and written communication abilities, advanced organizational and coordination skills, and proven experience with group dynamics and integrating multiple perspectives into a team work environment to generate deliverables.
- Ability to exercise independent judgement, discretion, and decision-making on behalf of OC Cisma.
- Valid driver's license and dependable vehicle.
- Ability to lift, push, pull, or carry up to 40 lbs. over short distances.
- Experience with Microsoft Office programs, database/website development, and GIS or similar mapping software.
- Must be comfortable with various social media platforms in order to promote OC Cisma programs and information, as well as respond in a timely manner.
- Ability to gain proficiency in other software programs as needed to develop outreach and educational materials, create routine reports for grants and steering committee, and communicate with partners.
- Experience with invasive species policies, management, and planning across multiple geopolitical and physical boundaries.
- Experience with technical aspects of pesticide application for invasive control.

Education and Experience

- Bachelor's degree in a related field.
- Proficiency in GPS/GIS and data management for inventory, treatment, monitoring, and reporting.
- Three years of experience in conservation, non-profit management, natural resources management, volunteer coordination, or similar position.
- Experience managing staff and volunteers.
- Possess or ability to obtain Michigan Commercial Pesticide Applicator Certification.

To apply send resume, cover letter and a minimum of three professional references to ddevlin@sixriversrlc.org with "OC Cisma Coordinator Position" in the subject line.

All applications must be submitted by midnight on July 8, 2018.

Six Rivers Land Conservancy is an equal opportunity employer and program provider.
Pre-placement driving and background checks will be required.



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