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## **Invasive Species Educator and Volunteer Coordinator**

The New York-New Jersey Trail Conference (NYNJTC) is seeking qualified candidates to fill the position of Invasive Species Educator and Volunteer Coordinator. The Trail Conference is a non-profit organization focused on connecting people with nature through the stewardship of more than 2,000 miles of hiking trails throughout southern New York and northern New Jersey. The Trail Conference coordinates the Lower Hudson Partnership for Regional Invasive Species Management (PRISM), a cooperative effort of more than 40 organizations and agencies involved in invasive species work in the region. Several established volunteer projects include the Invasives Strike Force which includes volunteer surveys along hiking trails and invasive plant removal work days, BlockBuster surveys which include surveys over 3x3 mi grids, Southern Pine Beetle invasive insect trap monitoring, and aquatic invasive species surveys.

The Invasive Species Educator and Volunteer Coordinator will plan, oversee, and implement the education programs of the Lower Hudson PRISM and recruit and coordinate volunteer participation.

### **Essential Functions:**

- Develop, plan and conduct training sessions for volunteer surveyors for both aquatic and 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 web sites and configure on-line 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 Lower Hudson PRISM web site ([lhprism.org](http://lhprism.org)) and the ISF web site ([nynjtc.org/invasives](http://nynjtc.org/invasives)) up-to-date.
- Write and distribute monthly electronic newsletter to volunteers and partners
- Help write the Lower Hudson PRISM annual report

- Help write reports detailing accomplishments to partners, parks, and regional coordinators

### **Qualifications**

- Thorough knowledge of northeastern invasive species
- Experience developing training programs and curriculum
- Experience teaching and working with adult volunteers
- Excellent organization skills to track multiple projects' volunteers and their assignments
- Experience managing data sets especially using MS Excel and MS Access
- Experience with ArcGIS software
- Ability to conduct day-long training sessions which include both a classroom teaching component and an outdoor, field-based component
- 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, New Jersey. The Aquatic Invasive Species program is based at Hudson River Sloop Clearwater in Beacon, New York. The Invasive Species Educator and Volunteer Coordinator will be assigned 3 days per week in Mahwah and 2 days per week in Beacon. This position has a 40 hour work week with some weekend and evening work required. Excellent benefits package including employee health benefits, paid leave time and retirement savings plan. On the job travel expenses reimbursed. The successful candidate will attend local and regional invasive species conferences and offer presentations as appropriate.

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

Start Date: September 2017

### **Application:**

To apply, please submit all of the following items by August 15, 2017 via email attachment (start all attachment filenames with your last name) to [jobs@nynjtc.org](mailto:jobs@nynjtc.org) Subject line: IS Educator and Volunteer 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 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.