



## **Program Coordinator Description 2023**

### **Background**

The Lake Erie Cooperative Weed Management Area (LECWMA) was formed in 2010 as a partnership between regional governmental and non-governmental conservation organizations to deliver invasive species management, education, and assistance for coastal wetland landowners in northwestern Ohio. From 2010 through 2016 the LECWMA was instrumental in delivering over 10,000 acres of invasive species management for landowners primarily in Ottawa, Sandusky, Erie, and Lucas counties, OH. In addition, educational materials were developed, an equipment loan program was started, and program coordinators and steering committee members were active in professional circles attending conferences and networking to engage partners and develop the program. Since that time, the LECWMA area has occasionally delivered smaller-scale management actions, but without a coordinator the program has become less active. The LECWMA Steering Committee looks to revitalize the program and its regional involvement, a key component of that leads us to seek a motivated individual to deliver program objectives, but more importantly to provide leadership and initiative needed to reinvigorate the program.

### **Description**

The Lake Erie Cooperative Weed Management Area is seeking a part-time Program Coordinator to coordinate with the steering committee, engage landowners and partners, and revitalize the invasive species management program. This person will report to, and actively engage, the steering committee which includes the US Fish and Wildlife Service, Toussaint River Watershed Conservancy, Winous Point Marsh Conservancy, Ottawa Soil and Water Conservation District, and the Ohio Division of Wildlife.

Coordinator job duties are diverse and to an extent at the discretion of the Program Coordinator but will include:

- Working with the Steering Committee to develop a short-term and-long term action/program plan for the LECWMA.

- With the aid of the Steering Committee, identifying and seeking out program funding for the Program Coordinator position and the LECWMA Programs. Final reporting on successful grant applications.
- Attending conferences, meetings, and professional development opportunities to further engage partners, network with existing invasive species collaboratives, and to model the LECWMA after similar, existing organizations.
- Synthesizing existing and historical data to developing a landowner and cooperator database
- GIS mapping/inventory of existing invasive species “need”, including synthesizing currently available data.
- Compiling historical LECWMA data to build a GIS database of previous management and control activities.
- Working with landowner cooperators and contractors to support and deliver management actions.
- Organize and lead regular in-person or virtual steering committee meetings.

### **Position Details**

The ideal candidate will first and foremost be familiar with invasive plant control and management techniques and delivery programs. The candidate should also possess a background that includes working in partnership with government and non-governmental organizations to deliver habitat and conservation programs and actions which will include grant writing and reporting. Candidates will hopefully also be familiar with Lake Erie coastal marsh ecosystems and their management, coastal landowners, and wetland invasive species. Experience in GIS, database management, professional networking, grant-writing and reporting, project budgeting, herbicide application BMP’s, and Ohio pesticide laws, would be valuable assets. The candidate will have the full assistance and support of the LECWMA Steering Committee membership which includes conservation professionals experienced in all aspects noted above.

The LECWMA steering committee envisions hiring a part-time staff person for a minimum 2-year term. Workload is anticipated to average approximately 10 – 20 hours per week with the understanding that some weeks will require greater than 20 and others less. Salary is negotiable but anticipated to be approximately \$30,000 per part-time year dependent upon applicant qualifications. A computer will be provided. Funding will also be provided for travel, supplies, materials, and yet-to-be identified program needs.

With the full support and assistance of the Steering Committee membership, we intend to have the Program Coordinator seek the funding required to build the position into a permanent and perhaps full-time role by the end of the initial 2-year development period.

### **Expectations**

- High level of professionalism and organization both internally and externally with landowners and partners.

- The successful candidate will demonstrate an investment in long-term sustainability of the program as a whole.
- Regular communication with, and prompt responsiveness to, CWMA steering committee requests, questions, and needs.
- Detailed reporting and recordkeeping and highly organized data and files.
- Continuing education on invasives species management and BMP's.
- Outreach and education within the project area and region to promote the CWMA, which may include social media presence.

### **Chain of Command and Logistics**

The successful candidate will be an employee of the Toussaint River Watershed Conservancy, reporting directly to Chairman Don Kaatz on all employment matters. The position will be overseen by the Board of the Lake Erie Cooperative Weed Management Area and will report to the Board Members on all program development, grant, and landowner matters. It is expected that this position will primarily be a remote/telework position and as such minimal office space will be required, but office and meeting space is available at several partner organizations as needed. Travel, office, and other similar expenses will be provided and/or reimbursed as needed and agreed-upon prior to incurring.

### **Application**

Interested candidates can apply by emailing a resume, cover letter, and three references, as well as any other pertinent information they wish to include to [wetlands@thetrwc.org](mailto:wetlands@thetrwc.org) . **Applications are due by July 28, 2023** and we hope to fill the position by August 11, 2023.