

**Long Island Native Plant Initiative Inc.**



**Long Island Invasive Species Management Area (LIISMA)**

**Education and Outreach Specialist**

**Job Description**

**BACKGROUND:**

The Long Island Native Plant Initiative Inc. (LINPI) is a not-for-profit organization with a mission to conserve the genetic diversity of native Long Island plants with a particular emphasis on the production and use of ecotypes. The organization’s activities include collection of native plant seed, propagation, sale of native plant materials, and education of horticulture professionals and the general public on the importance of conserving the genetics of native plant species. The Long Island Invasive Species Management Area (LIISMA) PRISM (Partnership for Regional Invasive Species Management) is administered by LINPI to more effectively protect Long Island’s native plant populations and communities through both the active management of invasive species infestations and through efforts to prevent new species introductions.

**POSITION SUMMARY:**

 The LIISMA Education and Outreach Specialist is responsible for implementing invasive species education/outreach activities and recruiting/supervising project volunteers. He/she provides leadership and technical support in the development, management, and advancement of invasive species programming for the Long Island region. The E&O Specialist develops and supports volunteer, internship, and fellowship programs. Activities may include but are not limited to the development and dissemination of educational materials related to both invasive species and native plant restoration; organization and supervision of volunteer fieldwork; development and implementation of citizen science activities; development and implementation of community training workshops, outreach events, and activities; grant writing; social media production; “weed warrior” certification and program promotion. The ideal candidate for this position will be a “people person,” having a passion for environmental stewardship and abiding motivation to build and maintain connections between the people of Long Island and their natural environment.

**ESSENTIAL FUNCTIONS:**

The E&O Specialist will assist the LIISMA Coordinator with various activities related to the LIISMA PRISM. He/she will implement outreach events, civic projects, and volunteer activities with the goal of increasing the effectiveness of invasive species prevention and management. This position requires sufficient invasive species, conservation, and natural resource management work experience to perform the following duties:

**OUTREACH COORDINATION:**

* Foster cross-site learning among diverse groups including landowners, conservation partners, government officials, donors, board members, and the public to elicit support for LIISMA/LINPI.
* Coordinate the planning and direction of a comprehensive and integrated invasive species education and outreach program with a focus on prevention and EDRR (Early Detection and Rapid Response).
* Coordinate, develop and present programming on invasive species identification and best management practices for invasive species prevention, management, and native plant restoration.
* Assist in the planning of conferences, citizen science training, and invasive species education workshops.
* Coordinate volunteer activities and assist local partner groups with invasive species projects.
* Assist in the design and implementation of a PRISM-wide “weed warrior” certification program.
* Contribute updates and content for websites and social media accounts.
* Maintain detailed records and write quarterly volunteer newsletter.
* Respond to queries from the public and from project partners in timely manner.
* Aid in the development and implementation of grants to build the PRISM.

**FIELD ACTIVITIES:**

* Train and supervise volunteer teams on the identification, mapping, and removal of both terrestrial and aquatic invasive species.
* Plan, schedule, and give presentations to school classes, organizations, and professional groups.
* Assist with invasive species surveys and mapping using iMapInvasives and MAEDN apps.
* Attend symposia and conferences related to invasive species, habitat restoration and public education.
* Travel throughout the Long Island region and occasionally to other areas of New York State.
* Work in variable weather conditions, at remote locations, on difficult and hazardous terrain, and under physically demanding circumstances.

**MINIMUM JOB QUALIFICATIONS**:

* BA or BS in Ecology, Natural Resource Management, Environmental Science/Studies, Forestry, Biology, Education or related field and 2 years of subsequent job experience.
* Field experience in invasive species identification, ecology and management.
* Experience with proper use and maintenance of hand tools and common power tools.
* Confidence and experience with public speaking before diverse audiences.
* Excellent writing skills.
* Leadership experience in managing staff, students, and large groups of volunteers.
* Ability to plan public events and coordinate with multiple partner organizations.
* Working knowledge of Microsoft Office, social media platforms, Google applications, and Constant Contact.
* Experience with graphic design and production of educational pamphlets.
* Ability to work as part of a team, resolve conflicts, and stay focused under pressure.
* Current certification in First Aid/CPR/AED.
* Possession of a valid state driver's license.
* Certification as a NYS Pesticide Commercial Applicator/Technician, or the ability to acquire one within 60 days of hire.

**PREFERRED KNOWLEDGE, SKILLS, AND ABILITIES:**

* Basic understanding of aquatic (both freshwater and marine) and terrestrial ecology.
* Knowledge of Leave No Trace principles.
* History of volunteerism and civic engagement, e.g. SCA, YCC or AmeriCorps.
* Familiarity with the parks, natural areas, waters, ecology, and people of Long Island.
* Ability to convey best management practices to technical and non-technical audiences.
* Knowledge of current trends and practices related to conservation, natural resources management, urbanization, and ecological restoration.
* Experience in job training and curriculum design.
* Experience working with teenagers or college students.
* Experience with GPS data collection and GIS data management.
* Understanding of the principles and value of citizen science.
* Experience with writing factsheets, lesson plans, press releases, etc.
* Demonstrated success in grant/contract writing and implementation.
* Experience in horticulture and nursery production.
* Experience with canoe, jon boat, and small watercraft.
* Knowledge of and interest in environmental policy.

**WORK SCHEDULE AND CONDITIONS:**

Schedule: This is a full time salaried position. Most work will occur during regular business hours Monday through Friday, with frequent volunteer or outreach events on weekends and in evenings. Overnight travel for meetings and trainings will occasionally be required.

Conditions:The coverage area of LIISMA spans across Richmond (Staten Island), Kings (Brooklyn), Queens, Nassau and Suffolk Counties, as well as multiple small islands in LI Sound. Travel within the NYC Metro region, across Long Island, and occasionally throughout New York State will be required. By its nature, the position requires work both inside the LIISMA office in Brentwood, NY and outside in diverse natural areas where heat, wet weather, ticks/biting insects, wild animals, and other unpredictable conditions will be encountered. As such, a suitable candidate must be accustomed to working outdoors with ease. The job requires kneeling; stooping; extensive walking and hiking; lifting heavy objects of at least 50 lbs.; and handling, mixing, transporting, storing, and applying pesticides. The job may require long hours in remote locations, either alone or as the head of a group.

**TO APPLY:**

Submit a cover letter, resume, three references and a writing sample preferably packaged as one .pdf document to Josh Rudder (LIISMA Coordinator) at LIISMAPRISM@gmail.com by December 8, 2017, 5pm. Please type “LIISMA Education and Outreach Coordinator Position” in the subject heading. No phone calls or e-mail inquiries please.