



## Job Description

Job Title: Special Projects Coordinator

### Why you should work with us

Invasive Species Action Network works to reduce the human-caused spread of aquatic invasive species by promoting behavior change. We have been able to positively affect action on invasive species issues by working with a national network of partners focused on managing and educating to make a change. Invasive Species Action Network is seeking to make an impact in areas of business and conservation to show that every small positive behavior change is a victory in the fight against invasive species introduction and spread.

### Position Details

This is a great job opening for someone who already has some well-developed skills and is ready to join a small but successful non-profit that has many opportunities on the horizon. You will enjoy interacting with leaders across the US while benefitting from a low-stress work environment. This position reports directly to the Executive Director and is expected to work as part of a team with opportunities for leadership.

This position requires a dual set of skills. The first area of work is coordination of special groups and events. The work of coordination requires the employee to work with diverse partners, provide detailed record-keeping, be a confident spokesperson, plan small and large professional events, and maintain a strong communication platform. The second area of work is professional management and scientific services. This work consists of researching, writing and developing scientific-based documents to be applied to management issues, and also facilitating group events to reach management decisions. Both areas of work are high-paced and require an ability to identify needs. While some aspects of both work areas can be trained in-house, those with prior experience are preferred.

### Position Outcomes

The initial responsibilities of the position will take on regional communication tasks and assist in the completion of several on-going projects with management implications. Some of the tasks you might start with include:

### **Primary Duties**

- **Researching and writing** – This position will be responsible for researching and writing on a variety of topics. For example, one immediate task may be to develop an executive summary related to invasive species management policy and an accompanying letter to be circulated to a national management audience.
- **Event planning** – This position will be responsible for organizing and planning both small and large meetings annually. You will be managing all primary details to prepare for the events and on-site.

- **Assisting the Executive Director** – This position may be needed to assist with key aspect of on-going projects and administrative needs.

#### **Additional Duties**

- **Editing web content, images and videos** – This position will be helping to create high quality Facebook posts, and assisting in website management.
- **Other duties** - May be assigned by the Executive Director.

#### Position Competencies

You will be expected to interact with professionals across the western United States and demonstrate a positive attitude and high level of productivity. In this position you will have to manage multiple projects, different subjects and different partners. While prior knowledge of invasive species issues and management are not required, applicants with some knowledge would be preferred. The ideal applicant should have the following traits:

**Highly Organized** – You must show a valued attention to detail which will be needed to organize a successful event, deliver a concise document or complete multiple daily tasks. Applying organization skills to primary daily work is a must for this position.

**Reliable** – You will be charged with the unsupervised completion of many concurrent projects and must show that you can be trusted and motivated to stay on top of your responsibilities.

**Skilled Communicator** – Writing is a major part of this job; in traditional communications, but also in scientific formats. So having the versatile skills to communicate in a variety of formats will be essential. Being able to express your knowledge to a diversity of audiences and on a variety of stages will be a common task. Sharing new ideas and alternative strategies will be encouraged. Minute-taking is a skill that will be needed.

#### Mandatory Qualifications

- A Bachelor's degree, preference to those with focus in environment/biology
- Must be skilled in PowerPoint preparation and presentation delivery
- Must be proficient in minute-taking
- Must be proficient in basic computer operating skills and computer program familiarity
- Must hold a current US driver's license
- Must be able to lift 50 lbs. and carry for up to 50 feet
- Must be available to travel for multiple days in the western region

#### Desired Qualifications

- A Master's degree in biology or environmental sciences
- A minimum of 5-years of experience in project management and organizing events
- Skilled in communicating and presenting to diverse audiences
- Facilitation of group meetings

#### Additional Position Details

The salary is competitive and will commensurate with experience. This position is eligible for health care benefits package, vacation/sick leave and retirement plan.

Invasive Species Action Network is a 501 (c)(3) located in Livingston, Montana. ISAN was founded in 2008 and is a growing non-profit organization. We have needs that may be filled with full-time, part-time and contractor opportunities. This job description is not designed to cover or contain a comprehensive list of all activities, duties or responsibilities that are required of this employee. Duties and responsibilities may change.

#### Submission Process

Please submit your letter of intent, resume, three references with contact information, and completed supplementary material. Submit all correspondence by March 31, 2019 via email to: Leah Elwell [leah@stopais.org](mailto:leah@stopais.org). The position will remain open until a suitable applicant is identified. ISAN will work to fill the position in a timely fashion after the application period ends.

#### Supplementary Material

Please address the following 2 items and submit with the above mentioned materials. For item 1, provide your reply in 1000 words or less on a separate page.

1. As a program manager for a non-profit organization, you will draft a letter that is addressed to a state agency fish chief. Your letter should encourage their agency to participate in the Clean, Drain, Dry Campaign. The Clean, Drain, Dry Campaign is widely used by many partners across the western states to help prevent the spread of invasive species. The campaign targets boaters and other on-water recreationists.
2. See the below paragraph of text. Proofread the paragraph by re-writing and indicating all corrections. Resubmit with all grammatical, spelling and clarity addressed on a separate page.

The goal of the Columbia Basin Flowering Rush Management Plan is to provide a foundation and guide for flowering rush research and management in the Columbia River Basin. The management of the non-native invasive aquatic plant flowering rush (*Butomus umbellatus* L.) in the Columbia basin requires a collaborative approach. Recognizing their diversity of agencies, tribes and other stakeholders, priority areas for management and short and long term actions have been identified and organized by geographic regions of the basin. The Plan also recognizes that entities involved in flowering rush management are subject to diverse funding opportunities, jurisdictional and legal authority; politics and cultural realities, and various biological factors. The document will also provide information to assist policy and funding decision that guide implementation.