



# ISAN

INVASIVE SPECIES ACTION NETWORK

# OUTREACH COORDINATOR

## Position Description

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215 East Lewis Street, Suite 202  
Livingston, MT 59047





## **OUR MISSION:**

To reduce the human-caused spread of invasive species by promoting voluntary behavioral change.

## **ABOUT ISAN**

Invasive Species Action Network (ISAN) works to prevent the human-caused spread of invasive species by promoting voluntary behavior change. By working with a national network of partners focused on managing and educating to make a change in invasive species, we have been able to positively affect action. The work on invasive species is vital for protecting the integrity of our natural resources and ecosystems. ISAN is seeking to make an impact in unexpected arenas to show that every small positive behavior change is a victory in the fight against invasive species introduction and spread.

## **ABOUT THE OUTREACH COORDINATOR**

This is a full-time, exempt position of 40 hours/week. This position is eligible for a health care benefits package, vacation/sick leave, and retirement plan. The salary range is commensurate based on experience. However, the starting salary will be \$43,000–\$47,000/year.

Our office is headquartered in Livingston, Montana. This position is eligible for hybrid work with the ideal candidate located within driving distance of the Livingston area and having the ability to travel to the Livingston office on a regular basis (expected approximately every two weeks).



## POSITION OVERVIEW

This is a great job opening for someone who is excited to make a difference protecting and conserving natural resources and is ready to join a small but successful non-profit. You will enjoy interacting with partners across the U.S. while benefiting from a collaborative work environment. This position reports directly to the Executive Director and is expected to work collaboratively with the ISAN team.

The Outreach Coordinator will assist with the implementation of multiple established outreach programs that focus on the pet and recreation industries. The Don't Let It Loose program promotes responsible pet ownership and rehoming, the Clean Boater program promotes Clean, Drain, Dry actions for recreational boaters, and the Forest Pest program promotes preventative actions by outdoor enthusiasts (e.g., hikers, anglers, and gardeners). Each program functions by working with diverse industry and agency partners, which have fostered advancements in invasive species prevention efforts. We are continuously seeking new avenues for outreach and education; this position will be expected to collaborate on innovative ideas and project proposals that further our mission. Outreach efforts will require organization, enthusiasm, and creativity.

## PRIMARY RESPONSIBILITIES & SCOPE

**Program Implementation** – You will assist the Programs Manager in ensuring that objectives are met in a timely manner in order to reach programmatic goals.

**Partner Communications** – You will communicate with program partners to maintain participation. This will involve digital communications as well as in-person visits. You may assist the Programs Manager in seeking potential partners.

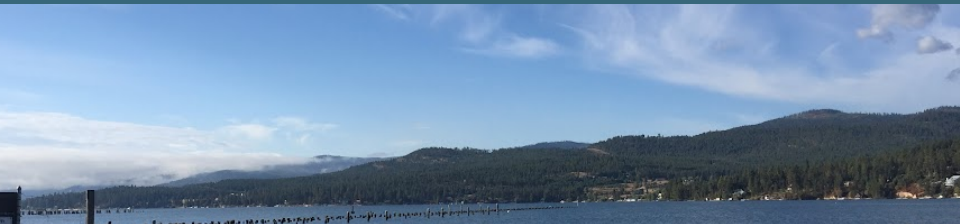
**Programmatic Funding** – You will assist the Executive Director and Programs Manager in drafting and reviewing project and funding proposals.

**Editing Web Content, Images, and Videos** – You will be helping to create high quality social media posts and assisting in website management.

You will be expected to interact with a diverse array of partners across the United States and demonstrate a positive attitude and high level of productivity. In this position, you will assist on multiple projects, engaging with different topics and different partners. While prior knowledge of invasive species issues and management are not required, applicants with some knowledge would be preferred. Program focuses are based on several forms of industry and agency partnerships. Therefore, knowledge of pet and recreation industries is helpful.

## THE IDEAL CANDIDATE SHOULD HAVE THE FOLLOWING TRAITS:

- **Highly Organized** – To organize project records, a concise document or the completion of multiple daily tasks shows a valued attention to detail. Applying organizational skills to primary daily work is a must for this position.
- **Reliable** – You will be charged with the completion of many concurrent deadlines and activities and must show that you can be trusted and motivated to stay on top of your responsibilities.
- **Skilled Communicator** – Direct communication with a variety of partners and stakeholders is a large part of this job. Therefore, having the versatile skills to communicate in a variety of formats will be essential. Being able to express your knowledge and enthusiasm to a wide variety of audiences and on a variety of stages will be a common task. Sharing new ideas and alternative strategies will be highly encouraged.
- **Passionate and Involved Collaborator** – ISAN is a small organization and we thrive on collaborative efforts. We seek individuals who are passionate about natural resources, excited about public outreach and education, and interested in seeking innovative solutions to invasive species issues.



# REQUIRED QUALIFICATIONS

We are interested in considering a range of applicants with diverse experiences who approach the world with imagination, and vision. We will happily consider applicants who offer an equivalent or alternative set of qualifications to fulfill this position's responsibilities. These include:

- A Bachelor's degree, preference to those with focus in environment/biology/ecology/social science;
- 1 or more years of related experience;
- Keen attention to detail;
- Must be skilled in presentation preparation and delivery;
- Must be proficient in basic computer operating skills and computer program familiarity;
- Must hold a current U.S. driver's license with a clean driving record;
- Must be able to safely drive a half-ton truck;
- Must be able to lift 50 lbs and carry for up to 50 feet; and
- Must be available to travel for multiple days in the western U.S., approximately 5% of work time.



## DESIRED QUALIFICATIONS

- Knowledge of community based social marketing principles;
- Professional website maintenance and social media experience;
- Skilled in communicating and presenting to diverse audiences in public and/or classroom settings;
- Robust interpersonal communication skills; and
- Adept at Technical Writing.

# HOW TO SUBMIT

Please submit your letter of intent, resume, three professional references with contact information, and completed supplementary material. Submit all documentation by April 30, 2024. The position will remain open until a suitable applicant is identified with an earliest possible start date of June 1, 2024.

Email submissions to Sara Ricklefs at [sara@stopais.org](mailto:sara@stopais.org).



**CLEAN. DRAIN. DRY.**



## SUPPLEMENTARY MATERIAL FOR SUBMISSION

Please address the following questions and submit them with the above-mentioned materials. For items 1 and 2, provide your answers on separate pages each in 350 words or less.

1. In previous jobs or assignments, what kinds of tasks have given you the most satisfaction? Feel free to describe specific scenarios. What aspects of this position do you expect to be the most fulfilling?
2. Describe your experience with networking. For example, share how you used your contacts to make an impact.

