



Detroit River-Western Lake Erie Cooperative Weed Management Area (DR-WLE CWMA) is seeking qualified applicants to serve as the Invasive Species Coordinator for the CWMA. This work assists in the collaboration of 20+ partners working in invasive species management and removal.

Detroit-River Western Lake Erie Cooperative Weed Management Area (DR-WLE CWMA) is a partnership between 20+ federal, state, local, private, and non-profit partners to restore native habitats in imperiled coastal wetlands and lakeplain prairies. As the coordinator for DR-WLE CWMA, duties include education and outreach to community members about invasive species; working with partners on management and communication about populations of invasive species; grant applications and reporting; and direct supervision of in-house Strike Team.

Duties

- Develop and maintain positive working relationships with partners
- Coordinate DR-WLE CWMA partner and steering committee meetings
- Research, apply to, and manage grants that would continue the efforts of DR-WLE CWMA
- Apply for required invasive species survey and treatment permits, and write associated reports
- Participate in regional, state, and national invasive species collaborations to share and obtain knowledge and skills to then share with partners and the public, through community outreach and education events
- Contact, interact with, and deliver invasive and native species information to the public on identification, management, and prevention. This may include public and private meetings, community events, social media, and website presence. These events will be both virtual and in-person
- Coordinate and assist with community and volunteer workdays
- Provide training and resources to volunteers and the public about safe and responsible methods to remove invasive species
- Answer phone, email, and in-person questions and requests from the public about invasive species populations and management (i.e., how to remove knotweed from private and/or residential areas)
- Draft, present, and finalize a 5-year comprehensive strategic plan for DR-WLE CWMA
- Work with partners to design and distribute education and outreach materials
- Maintain the official DR-WLE CWMA website and Facebook account with at least weekly updates

- Supervise and support the in-house Strike Team, as needed (i.e., surveys, treatment, and reporting)
- Manage spatial records of Early Detection and Rapid Response surveys and treatments done by Strike Team and DR-WLE CWMA partners

Pay Rate: Starting salary at \$19/hour for 40 hours. This is a full-time position. Workstation is located at Detroit River International Wildlife Refuge, 5437 W Jefferson Avenue, Trenton, MI 48183. A qualified applicant will have:

Required:

- Bachelor's degree in a natural resources-related field (environmental studies, biology, wildlife management, forestry, environmental education, etc.)
- Two years' experience in natural resources conservation, educational or community outreach, volunteer coordination, or similar setting
- Knowledge of current invasive species policies, management, and planning across multiple government agencies and interest groups
- Computer literacy skills (Computer systems, Microsoft Office and Outlook, ArcGIS and accessory apps, etc.)
- Good organizational, time management, and oral and written communication skills
 - Ability to plan, schedule, and prioritize workload
 - Experience coordinating partners and leading meetings
 - Experience supervising technicians or volunteers
 - Experience writing grants, managing budgets, and submitting reports
- Valid driver's license
- Possession of certified pesticide applicator license in the State of Michigan or willingness to obtain within 6-12 months of start date

Optional, but preferred:

- Knowledge of Great Lakes flora and fauna
- Experience with social media platforms
- Physically capable of occasionally
 - carrying up to 25lbs, for extended periods of time
 - using invasive species treatment/removal tools,
 - working long hours in adverse conditions, potentially on non-motorized watercraft.
- Firefighter Type II certification according to standards established by the National Wildlife Coordinating Group (NWCG)

Please email a single PDF document containing (1) a one-page cover letter that includes a summary of your interests, experiences, and why you feel you are qualified for this position, (2) your CV or resume, and (3) contact information for three references to jessica_fletcher@fws.gov.

Applications are due by COB May 6th, 2022. All applicants will be informed upon a final decision. Start date is flexible, May 31st, 2022 preferred.