

January 2018

The Invasive Species Coordinator will work with the Thunder Bay District Stewardship Council and other partners in the City of Thunder Bay to develop a Municipal Invasive Plant Strategy. They will also be responsible for outreach and education to raise public and local awareness about aquatic and terrestrial invasive species within the Lake Superior Watershed. The Invasive Species Coordinator will serve as a contact point for local inquiries about invasive species. The Invasive Species Coordinator will also be responsible for occasional identification and removal of invasive plant species with a volunteer work force. This work is done to assure the viability and long-term survival of native, rare, and traditionally used species and their habitats. The successful candidate is encouraged to write additional grants to extend the position and grow the program as needed to include both aquatic and terrestrial invasive species.

Primary Responsibilities

Reporting to the Executive Director, the Invasive Species Coordinator will:

- Develop a Municipal Invasive Plant Strategy.
- Organize meetings and coordinate stakeholder involvement in the development of the Municipal Invasive Plant Strategy.
- Liaison with government organizations.
- Convene a Municipal Invasive Species working group.
- Organize committee meetings and prepare/distribute meeting notes.
- Work to build capacity within local community to address invasive species and traditionally important species through community events and presentations.
- Develop communications materials (posters, displays, pamphlets and promotional items).
- Organize volunteer removal of invasive species on public land.
- Write funding proposals to continue and expand the Invasive Species Program and other conservation and stewardship initiatives in Thunder Bay.
- Provide training to other staff on plant identification, ecology, field skills, data collection, and invasive species management as appropriate.
- Coordinate Thunder Bay District Stewardship Council (TBDSC) meetings, record notes and manage TBDSC correspondence and social media accounts.
- Review and discuss work plans and projects with staff.
- Prepare reports for the EcoSuperior Board of Directors detailing project progress.
- Assist with development of promotions and social marketing messages.
- Assist with other projects and programs as directed.

Qualifications This opportunity is supported by the Northern Ontario Heritage Fund Corporation. Applicants must be a university or college graduate who has graduated within the last three years from an accredited college or university. The candidate must be a graduate of a post-secondary degree or diploma program. The position will be a first full-time employment in the candidate's field of study.

Candidates should have completed a post-secondary program in Biology, Forestry, Environmental Science or a related field. An interest in environmental issues and/or experience with non-for-profit organizations would be an asset.

Wage \$17.00 per hour, 37.5 hours per week.

Term of employment – 12 months, starting May 1, 2018. **Please submit a resume and cover letter to the attention of Ellen Mortfield, Executive Director via email to info@ecosuperior.org Applications will be accepted until 4 p.m. Friday, March 30, 2018.**