



**Long Island Native Plant Initiative Inc.**



## **Long Island Invasive Species Management Area (LIISMA) Coordinator 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 and sale of native plant materials, and education of horticulture professionals and the general public of the importance for conserving native plant species. The Long Island Invasive Species Management Area (LIISMA) is coordinated by LINPI in an effort to further protect Long Island's native plant populations through the prevention and management of invasive species. The mission of LIISMA is help conserve Long Island's and Staten Island's biodiversity, wildlife habitat, recreation resources, scenic quality, and crop production, while protecting human health and safety, by facilitating cooperation and coordination among land owners and managers to reduce the threat of human-introduced invasive species. We also believe we can reduce the costs of invasive species management by preventing and eradicating new invasive species infestations before they become established.

### **OVERVIEW OF DUTIES:**

The LIISMA Coordinator is the primary individual within the organization responsible for fulfilling LIISMA's mission and providing the support and leadership in invasive species programming and management for Long Island and Staten Island. The position requires related duties of business administration, outreach, education, management, and volunteer coordination, as well as building and maintaining relationships in the professional invasive species community. Key relationships include coordinators with NYS's Partnerships for Regional Invasive Species Management (PRISM) and partners in the NYS invasive species program including NYS Department of Environmental Conservation Invasive Species Coordination Unit, iMap Invasives, NY Invasive Species Clearinghouse, Cornell Invasive Species Research Institute, NYS

Invasive Species Research Institute, NY Invasive Species Council, and NY Invasive Species Advisory Committee. The Program Coordinator supervises the LIISMA Educator Coordinator and seasonal interns. The position is directly supervised by the LINPI Executive Director and the Board of Directors.

### **ESSENTIAL FUNCTIONS:**

This position requires sufficient invasive species, conservation and natural resource management work experience in order to perform the following functions:

- Coordinate the planning and direction of a comprehensive and integrated invasive species prevention and management program.
- Implement property access, permitting, and environmental impact assessments for projects.
- Coordinate and present programming on invasive species, identification, and best management practices
- Administer the LIISMA budget which includes budget development, adherence, and implementation, contract negotiations and establishment with vendors, and assisting with grant tracking, bookkeeping, monthly invoicing, supply procurement, and meeting fundraising targets.
- Maintain and enhance partnerships in order to accomplish program goals.
- Supervise the LIISMA Educator Coordinator and seasonal interns.
- Network with diverse groups, including landowners, conservation partners, government officials, donors, board members and the general public to recruit support for LIISMA/ Long Island Native Plant Initiative.

### **POSITION RESPONSIBILITIES:**

- Ensure program compliance with internal policies, governmental and contract requirements.
- Under minimal supervision, make independent decisions based on analysis, experience and judgment.
- Work in variable weather conditions, at remote locations, on difficult and hazardous terrain and under physically demanding circumstances.
- Lead or monitor work groups consisting of staff, interns, and volunteers covering a wide geographic area.
- Conduct outreach meetings with partner groups, communities, and citizens on invasive species and conservation priorities.
- Supervise volunteer staff, and provide training and professional development.
- Coordinate volunteer programming.
- Develop best management practices for invasive species prevention, management and restoration.
- Aid in the development of ecologically appropriate plant materials for restoration.

### **MINIMUM JOB QUALIFICATIONS:**

- BA or BS in ecology, natural resource management, or related field and 2 years of experience in natural resource management.
- Experience negotiating complex agreements and contracts.
- Excellent communication skills via written, spoken and graphical means.

- Experience communicating with the public and/or media both in writing and verbally.
- Ability to complete tasks independently with respect to timeline(s).
- Experience using applications such as Microsoft Programs, GIS, GPS, Social Media, Google Applications, and Constant Contact.
- Knowledge of invasive and native species of the Northeast
- Must have a valid driver's license.
- Experience with project management and staff supervision.

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

- Minimum qualifications outlined above plus:
- MS in ecology, biology, zoology, botany, natural resource management, MBA, MPA, or related field.
- Knowledge of aquatic (freshwater and marine) and terrestrial habitats.
- Ability to convey best management practices to technical and non-technical audiences.
- Knowledge of current trends and practices related to conservation, invasive species, urbanization, restoration and natural resource management.
- Skilled in data collection and processing of geographic information systems, global positioning systems.
- Certification as a NYS Pesticide Commercial Applicator/Technician
- Skilled in website design and maintenance, social media outlets, and newsletter development.
- Demonstrated success in grant/contract writing, implementation.
- Experience with SEQRA, Threatened and Endangered Species and Cultural Resource regulations.
- Experience in horticulture and nursery production.
- Knowledge of environmental affairs policies.

**WORK SCHEDULE CONDITIONS:**

Schedule: The position is a full-time salaried position. Most work will occur during regular business hours Monday through Friday, with occasional duties and activities on weekends and early evenings. Overnight travel for meetings and trainings will occasionally be required.

Conditions: Coverage area of LIISMA extends from Richmond (Staten Island), Kings (Brooklyn), Queens, Nassau and Suffolk Counties, requiring travel within the NYC Metro region across Long Island to Fishers Island and occasionally throughout New York State. By its nature, the position entails working both indoors, and outdoors where temperatures, weather, insects, and other climatic conditions will vary significantly. As such, the individual must be suited to working in such conditions without undue burden. At times, this position can require kneeling, stooping, extensive walking and hiking, lifting heavy objects up to 50 lbs, and occasional handling of pesticides or other chemical products.

**TO APPLY:**

Send a cover letter, resume, and three references in one file to [info@linpi.org](mailto:info@linpi.org) no later than 5 pm on June 30, 2017. Please type "LIISMA Coordinator Position" in the subject heading. No phone calls or email inquiries please.