

Headwaters Invasive Plant Partnership Program Coordinator Position

Position: A half-time grant-funded coordinator is being sought to facilitate and coordinate the activities of the Headwaters Invasive Plant Partnership (HIPP) through February 2020. Continued employment is contingent on securing additional funding. The Program Coordinator would have the option to grow this position into a full-time position contingent upon secured funding. The Program Coordinator position for HIPP focuses on facilitating implementation of a multi-partner, eleven county-wide invasive species management strategy, and associated ecological restoration initiatives.

Compensation: This is a half time 20 hour a week position @ \$20/hour.

Work Location: The HIPP Coordinator position is based in Champaign County, Illinois. Office space is provided at the Champaign County Forest Preserve District's Natural Resources office in Mahomet, IL. Field work, workshops, and meetings to occur throughout the eleven county area in east central Illinois.

Overview: HIPP has a partnership-based management structure that coordinates the invasive species management activities of its members within the geographic boundaries of its eleven-county area. HIPP was formally established in June 2015 and its development continues. The partnership consists of approximately twenty-two members of local, county, state, and federal government, and non-profit organizations. HIPP is focused on managing the spread of priority invasive plant species on public protected lands and private lands of ecological significance through contracted control, landowner education and outreach, strategic planning, and regional partnership-building.

The Program Coordinator will be in a leadership position working as an hourly employee of the Champaign County Soil and Water Conservation District (CCSWCD) under the supervision of the HIPP Board President. The Program Coordinator will be responsible for the development of a strategic plan for HIPP. The Program Coordinator will also be expected to expand participation by existing HIPP members in region-wide invasive species management initiatives which can be leveraged to garner future funding and local and regional efficiencies, in support of long-term ecological restoration efforts. A strong willingness to learn, lead, work independently and inclusively (team coordination) is necessary.

Coordinator Responsibilities:

- The Program Coordinator, grant fiduciary (CCSWCD), and HIPP Steering Committee will be responsible for the successful implementation of the National Fish and Wildlife's Pulling Together Initiative grant. The goal is to create a functional, region-wide cooperative weed management area to combat invasive species.
- Two years of experience in natural resources management or education programming/outreach preferred.
- Diverse working knowledge of ecosystem and natural community function and management.
- Experience with invasive species policies, management, and planning across multiple government agencies, NGOs, and interest groups.
- Proven experience in project and budget management.
- Successful grant writing and application experience.
- Experience with technical aspects of pesticide application for invasive control.

- Proficiency in software programs needed to develop outreach and educational materials, social media presence, and member communication (e.g. Microsoft Office suite, Facebook, Weebly,etc.)
- Excellent communication, organizational and coordination skills, including experience with group conflict-resolution, and integrating multiple perspectives into a team work environment.
- Valid driver’s license and dependable vehicle.
- Must be a self-starter and be able to work independently.

**To apply send resume, cover letter and a minimum of three references to mdaab@ccfpd.org with “HIPP Coordinator Position” in the subject line.
All applications must be submitted by midnight on April 20, 2018**

www.ilhipp.org

The Champaign County Soil and Water Conservation District is an equal opportunity employer.