



Copper River Watershed Project

Voices for a Wild Salmon Economy

Position Description

Title: **Invasive Plant Program Manager**
Supervisor: CRWP Executive Director
Position type: Regular full-time (80-100% time)
Position will be open until filled

Summary of Position

Because of the potential for invasive plants to spread via waterways, roads, or people, the Copper River Watershed Project and partners have developed a coordinated management plan for invasive plants on private and public lands throughout the watershed.

The Invasive Plant Program Manager will be based in a Copper River watershed community and will work on management and eradication activities targeting high priority species such as reed canarygrass, knotweed, orange hawkweed, white sweetclover, bird vetch, and *Elodea*.

The Invasive Plant Program Manager is a permanent position at the CRWP at 80-100% time annually, depending on funding. This position oversees and coordinates an average of 6 grants per year covering invasive plant surveys, treatments, research, and partnerships in the Copper River watershed. The Invasive Plant Program Manager spends roughly 60% of their time completing office related tasks and 40% of their time completing field related tasks.

Office tasks the program manager is responsible for include acquiring funds through partnerships and proposals, tracking budgets, requesting reimbursements, hiring staff, creating and ordering invasive plant outreach supplies, invasive plant data management, and submitting reports. This position also assists in the two annual fundraising events held by CRWP and authors newsletter articles for the CRWP Spring and Fall newsletter.

Field related tasks are primarily completed in summer months (May – October) and comprise roughly +80% of the positions time during these months. Field tasks include training staff, surveying invasive plant sites, and invasive plant treatments (deadheading, mowing, herbicide treatment, etc.). Field tasks are completed throughout the watershed and sometimes Whittier and Valdez, traveling to these locations is required (when deemed safe).

The individual filling this position will overlap in training and guidance remotely from the current Invasive Plant Program Manager at CRWP to ease the transition and facilitate ensuring grant management requirements are met. Some additional duties outside invasive plant management will periodically be required when there is capacity. These duties are eligible to be charged to different grants not managed by this position; e.g. Fish Passage culvert project work, youth education assistance.

Duties

Grant and data management:

- Manage several federal and non-federal grants that support the invasive plant program, including developing budgets, submitting progress reports and reimbursement requests, and completing grant agreement paperwork.
- Work with CRWP staff to identify and pursue continued funding for the program.
- Collect and organize data related to field work activities on standardized datasheets.
- Required data management and submissions based on grants.

Implement field activities to treat and eradicate priority species of concern:

- During the field season, regularly control invasive plant infestations in the Cordova area and throughout the basin (rights-of-way, residential yards, etc.) through manual, mechanical, and/or chemical methods.
- Work with project participants to identify strategies and priority locations for eradicating knotweed, orange hawkweed, reed canarygrass, and other species.
- Coordinate with partners and volunteers to implement eradication activities. Could include, but is not limited to, volunteer weed pull events, coordinating mowing schedules with landowners, etc.
- Ensure all weeds that are collected are bagged and disposed of properly.

Develop and coordinate a strategy for effective invasive weeds management:

- Actively participate in and lead partners of the Copper Basin Cooperative Weed Management Area, including organizing teleconferences, attending the annual Weed Smackdown, etc.
- Establish formalized partnerships between up and downriver organizations to address invasive plants throughout the region.
- Continue to strengthen up and downriver invasive plant working group by inviting new partners to join efforts.
- Continue use of Anecdotal data for invasive plant tracking and management

Organization:

- Monitor and work within the limits of the program budget, in consultation with supervisor.
- Other duties as requested by the Executive Director.

Trustee council partnership assistance and management (off-season):

- Attend meetings, partnership and website management for the planning team
- Assist during field visits and hydrology assessments
- Lead of drafting quarterly reports and minutes from EVOS meetings
- Posting minutes and pertinent documents on the website
- Other duties as required or needed per Habitat Restoration planning and development (up to 20% time)

Qualifications

Minimum Requirements

- **Four-year degree or equivalent professional experience preferred**
- Strong interpersonal communication skills
- Physically fit and capable of long days in the field including use of weed whackers with regular lifting, digging, pulling and hiking uneven terrain
- State of Alaska Certified Pesticide Applicator license or ability to obtain one within one year of hire
- Willingness to travel throughout the watershed, particularly during the summer field season (2 – 3 week long trips per year)
- Analytical and data entry skills
- Strong organizational and time management skills, with an ability to meet deadlines, manage multiple projects, and prioritize tasks
- High level of computer literacy and experience with Microsoft Office applications (Word, Outlook, Excel, PowerPoint)

Desired Skills

- Botany training or plant identification skills
- Professional, positive, enthusiastic, and approachable attitude
- Common sense, flexibility, sense of humor, and teamwork skills, with an ability to exercise independent judgment

Hours: 40 hours/week, Schedule can be flexible.

Compensation: \$20-23/hour, depending on experience

***Please submit a Cover Letter, Curriculum Vitae
and provide three reference to lisa@copperriver.org**