Position Description

Position Title: Early Detection Rapid Response (EDRR) Outreach Coordinator
Reports to: PNW IPC Coordinator / PNW IPC Board

Organizational Summary: The mission of the PNW IPC is to protect the Pacific Northwest's land and waters from ecologically-damaging invasive plants through scientific research, education, policy and an on-the-ground citizen science monitoring and eradication program.

Program Purpose: The Pacific Northwest Invasive Plant Council’s (PNW-IPC) Early Detection Rapid Response (EDRR) Citizen Science Invasive Plant Program is an action-oriented volunteer citizen science program that directly addresses the invasive species threat. Our mission is to improve the condition of native habitats in a measurable way. Our EDRR program provides support to local, state and federal land management agencies in their efforts to keep new invaders from establishing, and protect our natural resources.

Positions Details: The Outreach Coordinator position is a part time, flexible position, with up to 15 hours per week during the spring/early summer training season and down to 5 - 10 hours per week for the rest of the field season into the fall reporting season. During Nov, Dec and Jan, this position requires very few hours.

Essential Functions
Outreach to Partners and Volunteers

- With partners, plan approximately ten trainings and group hikes throughout WA and OR per year for Citizen Scientists.
- With our partners, help determine EDRR priority species, and coordinate trails and locations for trained Citizen Scientists to survey.
- Outreach to new volunteers, coordinate and assist current Citizen Scientist volunteers.
- Organize resulting data, ensure that data is properly entered and tracked, and verify species reported.
- Report data to our partners immediately for EDRR species reported. Report all data from surveys at the end of each field season to our partners.
- Work with EDDMapS to verify surveys done and data are accurate and complete.
- Work with EDDMapS to streamline online data entry, and investigate further data entry options.
- Develop and expand partnerships with local, state and federal agencies, weed boards, universities, and other nonprofit groups.
- Promote and expand research and student credit partnerships with universities.
- Promote the EDRR program, trainings and group hikes on social media. Update PNW IPC website.
Research and Grant Reporting
- Organize the collection and reporting of annual data per requirements of each research partner.
- Assist with writing and completing the end-of-year reports.

Desired Qualifications - Education and Experience
- Undergraduate or Graduate student with course work and experience with invasive species sciences preferred.
- Basic knowledge of plant identification.
- Experience in data collection techniques and data analysis.
- Website design experience preferred.
- Strong interpersonal skills working with volunteers and partners.
- Solid understanding of standard office IT and data collection technology.
- Strong verbal and written communication skills including small and large group presentations.
- Knowledge of informal education methods and strategies for engaging citizen scientists.
- Ability to present and report data accurately.

Compensation
Hourly salary is commensurate with qualifications, starting at $21 per hour to $25 per hour. No health insurance, retirement, or other benefits are available.

The Coordinator position is to be based in the Seattle. Office space is provided at the University of Washington’s Botanic Gardens.

Occasional travel is desired to assist the EDRR Coordinator with trainings and/or to assist or lead group hikes. Must have a valid driver’s license, and personal driver’s insurance. Travel costs to trainings and group hikes will be reimbursed.

How to Apply
Only electronic submissions will be accepted, please, no paper submissions. Please email a cover letter and resume electronically to lizbetha@uw.edu with the subject: “Outreach Coordinator Position”. The position will remain open until filled. Applications will be reviewed starting January 25th.

For more information about our EDRR program, visit our website at http://www.pnw-ipc.org/