



Position Title: Aquatic Invasive Species Coordinator & Citizen Science Technician

Hourly Rate of Pay: \$15.00

Work Schedule (per week): 35 hours/week. Weekend, holiday and evening work required; occasional overnight travel.

Location: Beaver Creek Reserve located in Fall Creek, WI. Regular travel throughout west central Wisconsin.

Position Open Until: June 17, 2021

Interviews held: The week of June 21, 2021

Start Date: mid-July

Position Length: Funding secured through December 2021. Position expected to extend through 2022, dependent on funding.

Organization Background

Beaver Creek Reserve Citizen Science Center's (CSC) mission connects people with nature to carry out scientific research and promote environmental stewardship. The CSC achieves this mission by partnering with government agencies, universities, non-profit organizations and research facilities. Through grants, contracts, and collaborations, the CSC conducts projects including but not limited to aquatic and terrestrial invasive species, pollinators, birds, bats and waterways.

Position Summary: The primary role of this position is of the Aquatic Invasive Species (AIS) Coordinator. The AIS Coordinator is responsible for overseeing the Lake Monitoring and Protection Network and ensuring all deliverables of Network are met. This partnership with Buffalo, Chippewa, Dunn, Eau Claire, Pepin and Rusk counties provides a set of services to the public related to AIS education, outreach and lake monitoring. The coordinator will work alongside partners from the counties, lake associations, DNR and non-profits to support a network of community partners engaged in AIS prevention and education.

The secondary role of this position is as the Citizen Science (CS) Technician. The role of the Citizen Science Technician is to assist the Citizen Science Director in the various other projects conducted at Beaver Creek Reserve. This includes overseeing the Bat Monitoring Project and the Bluebird Monitoring Project. This position also includes assisting with various CS outreach, events and duties as assigned.

Primary Responsibilities:

- Participate in and coordinate local partner involvement in statewide AIS initiatives.
- Schedule and meet with west central WI Counties to coordinate AIS Activities.
- Conduct public training programs for AIS prevention initiatives such as Project Riverine Early Detectors.
- Ensure regular AIS monitoring in coverage region by trained volunteers.
- Coordinate purple loosestrife biocontrol efforts in the region.
- Network with local partners to support local AIS program needs.
- Train and oversee summer interns on Clean Boats Clean Waters protocol.
- Recruit, train and oversee volunteers.
- Regularly contribute to social media, blog, and newsletters. Distribute information to local news and partners.
- Coordinate Citizen Lake Monitoring Network efforts in the coverage region.
- Attend AIS Conferences and Statewide AIS Coordinator meetings (requires overnight travel).

Secondary Responsibilities:

- Maintain and order equipment and supplies as needed.
- Complete field checks of volunteers and quality checks of data entry at end of season.
- Oversee Bat Monitoring Project.
- Oversee Bluebird Monitoring Project.
- Manage budgets for all projects.
- Present regular public programming virtually and in person.
- Regularly contribute to Beaver Creek Reserve's blog and newsletter.
- Assist in day-to-day operation of the CSC including staff meetings, public relations and maintaining work space.

Each of the above activities will involve the following skills and requirements:

- Communicate effectively with the CSC Director, staff and partners.
- Accurately complete field data sheets using defined protocols.
- Transfer field data into digital formats.
- Create maps using GIS.
- Strong organizational skills.
- Ability to meet deadlines.

Qualifications:

- B.S. in a natural resource related field.
- Excellent organization skills.
- Excellent communication skills.
- Must be able to meet deadlines
- Comfortable with extensive responsibility.
- Self-starter, independent worker and extremely flexible.
- Evidence of strong leadership skills with the ability to motivate and inspire others.
- Aquatic and terrestrial plant identification skills.
- Functional knowledge of GIS.
- Strong communication skills in both the written and verbal form.
- Knowledge of MS Office including Word, Excel, PowerPoint and Publisher
- Able to orienteer with a map and GPS unit.
- Comfortable working on/in the water and in remote places.
- Experience hauling, launching and operating motorized and non-motorized watercraft.

Desired Qualifications:

- Two years of experience in a natural resource or environmental position.
- Experience managing volunteers or staff.
- Comfortable in public speaking.
- Grant writing experience.

Send a cover letter, resume, three references and a short writing example (any topic) to:

Beaver Creek Reserve
Jeanette Kelly
S1 County Hwy K
Fall Creek, WI 54742
csc@beavercreekreserve.org

Start Date: Mid-July 2021