



****IMMEDIATE HIRE****

Position Title: Aquatic Invasive Species Coordinator & Citizen Science Technician

Rate of Pay: \$17/hour with promotional potential.

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

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

Housing: temporary on-site housing available.

Benefits: ICRA health insurance stipend (for those without insurance), retirement plan with 3% match after probationary period, 2 hours a week paid for fitness, free access to Beaver Creek Reserve's trails and amenities.

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 (80-90%). The AIS Coordinator is responsible for overseeing the Lake Monitoring and Protection Network and ensuring all deliverables of the 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, Wisconsin Department of Natural Resources (WDNR) 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 (10-20%). 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 additional citizen science projects. This position also includes opportunities to contract with lake groups to conduct plant surveys, update/write lake management plans, and write grants for annual projects that may adhere to the CS Technician's interest. Additional duties include assisting with various CS outreach, events and duties as assigned.

Primary Responsibilities:

- Coordinate Lake Monitoring and Protection Network (LMPN) regional projects including: Clean Boats Clean Waters, Citizen Lake Monitoring Network, Project Riverine Early Detectors, Purple Loosestrife Biological Control, Snapshot Day, AIS Signage, and other statewide AIS initiatives.

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- Recruit, train, and coordinate volunteers.
- Improve and adhere to cooperative agreements with Buffalo, Chippewa, Dunn, Eau Claire, Pepin, and Rusk Counties.
- Assist with coordination of Chippewa County Annual Lakes Meeting.
- Attend public events including but not limited to fishing tournaments, lake group fundraisers, and sportsman's clubs to promote AIS awareness, outreach, and education.
- Assist and coordinate AIS eradication workdays with partners and volunteers.
- Continue communication between lake groups within the 6-county region; share AIS news and information.
- Write quarterly summary reports on AIS work for DNR and county partners.
- Complete DNR application and reimbursement packages for annual LMPN assurance.
- Maintain partnerships and communication with west central WI Counties and Wisconsin DNR to coordinate AIS Activities and annual LMPN product deliverables.
- Conduct public training programs for AIS prevention initiatives such as Project Riverine Early Detectors, Clean Boats Clean Waters, Citizen Lake Monitoring Network, Snapshot Day, and AIS identification.
- Ensure regular AIS monitoring in coverage region with routine stream, wetland, lake, and roadside surveys by using WDNR protocols and field data sheets.
- Network with local partners and volunteers to support local AIS program needs.
- Contract with lake groups to hire, train, and oversee summer Clean Boats Clean Waters watercraft inspectors.
- Regularly contribute to social media, blog, and newsletters. Distribute information to local news and partners.
- Attend AIS Conferences, AIS trainings, 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.
- Manage budgets for all projects.
- Complete fieldwork data entry on the SWIMS database.
- Keep and manage all records of LMPN deliverables, expenses, fieldwork, etc.
- 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.

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- Create maps using GIS.
- **Strong organizational skills.**
- **Excellent communication skills both verbally and written.**
- **Ability to meet deadlines.**
- **Evidence of strong leadership skills with the ability to motivate and inspire others.**

Qualifications:

- B.S. in a natural resource related field.
- Must be able to meet deadlines.
- Comfortable with extensive responsibility.
- Self-starter, independent worker, and extremely flexible.
- Aquatic and terrestrial plant identification skills.
- Functional knowledge of GIS.
- 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 with public speaking.
- Grant writing experience.

Send a cover letter, resume, and three references to:

Beaver Creek Reserve
Lia Landowski
S1 County Hwy K
Fall Creek, WI 54742
lia@beavercreekreserve.org

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