

Aquatic Invasive Species Programs Manager

About WNY PRISM

The Western New York Partnership for Regional Invasive Species Management (WNY PRISM) is one of eight regional partnerships within New York State created to address the threat of invasive species and prevent or minimize the harm they cause to the environment, economy, and human health. Our goal is to improve, restore, and protect local aquatic and terrestrial resources by improving the effectiveness of invasive species management efforts and increasing awareness of invasive species issues throughout the 8-county region. WNY PRISM runs many programs that support our core functions: Partner/Network Coordination, Information Management, Education and Outreach, Prevention, Early Detection and Rapid Response, Management and Habitat Restoration. WNY PRISM is expanding current Aquatic Invasive Species (AIS) efforts to include the establishment of a new regional Watercraft Inspection Boat Stewardship Program. For more information about WNY PRISM and our programming, please visit www.wnyprism.org. Funding for WNY PRISM is provided by the Environmental Protection Fund through a contract with the NYS Department of Environmental Conservation. WNY PRISM is a sponsored program of the Research Foundation for Buffalo State and is hosted by the Great Lakes Center.



Position Description

The Aquatic Invasive Species Programs Manager will work to develop, establish and coordinate a regional Watercraft Inspection Boat Stewardship Program. The watercraft inspection program must include at least 20 sites and Boat Stewards, who will work at boat launches from Memorial Day to Labor Day. The Program Manager will be responsible for all aspects of the watercraft inspection program including development, hiring and supervision of Boat Stewards, reporting and program communications. The expectation is that development and coordination of the watercraft inspection program will be the primary focus of the Programs Manager during the early stages of development and implementation, with the majority of time spent during the first year or two dedicated to this program. In subsequent years, it is expected that time will be more evenly split between the watercraft inspection program and the development and implementation of additional AIS programming. Aquatic Invasive Species Programs Manager is a new position and the selected individual will report directly to the WNY PRISM Coordinator.

Primary Responsibilities

- Develop and coordinate WNY PRISM's Watercraft Inspection Boat Stewardship Program
 - Identify boat launch sites and obtain all necessary permissions to host boat stewards
 - Work with partners to ensure effective and appropriate regional boat launch coverage
 - Recruit, retain and supervise qualified watercraft stewards (20-25)
 - Hold 2-day training for boat stewards and provide continued learning opportunities
 - Provide quality assurance for all data collected and conduct Boat Steward field assessments
 - Provide regional support for use of WISPA (Watercraft Inspection Stewardship Program Application) and represent WNY PRISM as part of Advisory Group
 - Purchase, manage and maintain supplies and equipment necessary to run Program
 - Complete all reporting requirements to include data analysis and annual reports
 - Present on program and accomplishments at various meetings and conferences
 - Conduct adaptive management assessment on program and implement improvements
- Lead additional WNY PRISM AIS program development to include all aspects of invasive species management

- Identify regional AIS needs and further identify or develop means of addressing identified needs
- Maintain up-to-date knowledge of AIS issues and management information
- Provide annual Aquatic Invasive Species Training Program for WNY PRISM region
- Develop, update, and/or locate appropriate AIS education and outreach materials
- Represent WNY PRISM as part of various working groups and at organizational planning meetings
- Represent WNY PRISM at public meetings, conferences and community events
- Work and communicate with WNY PRISM Terrestrial and Education Program Managers on shared projects
- Maintain regular communication with WNY PRISM Coordinator including bi-weekly meetings
- Provide quarterly program updates/reports to WNY PRISM Coordinator
- Maintain detailed and organized records

Additional Responsibilities

- Assist with WNY PRISM education and outreach efforts including contributing content to the Spring and Fall e-Newsletters, website, and social media, and assisting with community events and trainings
- Assist WNY PRISM Invasive Species Management Crew and partners with invasive species removal efforts
- Assist with WNY PRISM administrative duties and general office operations
- Assist with WNY PRISM grant and contract reporting requirements

Qualifications

- Undergraduate Degree required, Master's Degree preferred (Ecology, Biology, Natural Resources or similar)
- A minimum 3-years related professional experience required
- Familiarity with Watercraft Inspection programs
- Demonstrated success with program development and coordination
- Demonstrated experience hiring and supervising staff
- Strong knowledge of invasive species, invasive species ecology and management, specifically aquatic invasive species (all taxa)
- Experience working with electronic data collection tools, such as WISPA
- Demonstrated experience with grant management
- Demonstrated strong writing and communication skills
- Ability to present scientific information to a wide variety of audiences
- Experience developing outreach materials
- Evidence of good time management skills and organization
- Ability to work well both independently and in a collaborative setting
- Proficiency with Microsoft Office Programs (Word, Excel, PowerPoint, etc.)
- Professional experience with ArcGIS technology and programs

Job Details

This is a full-time, permanent position with current funding expected to continue through December 31, 2023. Position is based out of the WNY PRISM Office in Buffalo, NY. Desired start date is Monday, January 7, 2019. Weekend hours will be required. Some evening and overnight travel, as well as use of personal vehicles, will also be required. Employee will be reimbursed for work related travel when using personal vehicle at the federally approved rate (\$0.545/mile).

To Apply

Please see full job description and apply online at: <https://www.rfhiring.com/jobs.asp>

The deadline for applications is Monday, November 26, 2018. Please follow all application directions, failure to do so may disqualify you from the position. Please provide cover letter, resume, and 3 professional references as a single attachment. Questions about this position may be directed to Andrea Locke, WNY PRISM Coordinator (lockeas@buffalostate.edu). No phone calls, please.