UNIVERSITY OF WISCONSIN – SUPERIOR
POSITION DESCRIPTION
Lake Superior Research Institute
Douglas County Aquatic Invasive Species Coordinator

Working Title: Douglas County Aquatic Invasive Species Coordinator
Hayes Hill Title/Level: Outreach Specialist (75%, two-year annual appointment)
Position Reports to: Mr. Matthew TenEyck, Associate Researcher, LSRI

POSITION SUMMARY:
This is an Outreach Specialist position serving as the Douglas County Aquatic Invasive Species Coordinator. The Aquatic Invasive Species (AIS) Coordinator is responsible for implementing a coordinated countywide strategy, relevant programs, and effective partnerships for preventing and controlling the spread of aquatic invasive species. The AIS Coordinator will create/maintain an active network of partners who participate in AIS prevention and control.

DUTIES AND RESPONSIBILITIES:

- **Coordinate countywide network of AIS partners**—Create, expand and nurture an active network of stakeholders interested in AIS issues in the county. This network can be fostered through an electronic mailing list, website, written updates, networking events, and one-on-one interactions. Create connections and coordinate county activities within the county and with statewide AIS coordinators.
- **Clean Boats, Clean Waters**—Serve as county coordinator for Clean Boats, Clean Waters watercraft inspection activity. Work with statewide CBCW coordinator to streamline delivery of training and materials. Maintain working list of lakes with active CBCW efforts and prioritize lakes for new CBCW efforts. Work with local groups to ensure complete and accurate data reporting into SWIMS.
- **Citizen Lake Monitoring**—Serve as county coordinator for Citizen Lake Monitoring Network aquatic invasive species monitoring. Work with statewide CLMN coordinator to streamline delivery of training and materials. Maintain working list of lakes with active CLMN efforts and prioritize lakes for new CLMN efforts. Work with local groups to ensure complete and accurate data reporting into SWIMS.
- **AIS Grant Mentorship & Coordination**—Working with DNR Lake Coordinator and Grants Specialist, assist local groups in preparation of AIS grant applications. As needed, serve as liaison between DNR staff and local groups in project development and implementation. Mentor local groups to ensure that submitted applications are complete, realistic, and in line with statewide grant investment goals.
- **Statewide AIS Coordinator network**—Participate in statewide network of county AIS coordinators, including semi-annual meetings, email listserv, and other training/networking forums. Maintain communication with statewide AIS Education Specialist.

KNOWLEDGE, SKILLS, ABILITIES:

- Ability to self-start and to work independently without close supervision.
- Ability to communicate effectively with diverse audiences orally and in writing.
- Basic computer skills, including word processing and spreadsheets.
- Supervisory experience with lower level personnel.
- Must be organized and self-directed.
- Good communication skills.
- Experience with development of outreach materials.
- Ability to work with other county, regional and state AIS coordinators.

REQUIRED QUALIFICATIONS:

- Bachelor’s Degree, preferably in a natural resources field.
- One or more years of relevant work experience.
• Demonstrated experience in building networks and coordinating projects with multiple stakeholders.
• Strong interpersonal skills and a collaborative attitude.
• Willingness to travel throughout county and attend evening/weekend events.

DESIRED QUALIFICATIONS:
• Master’s Degree, preferably in a natural resource field.
• Familiarity with aquatic invasive species and local land/water conservation issues preferred.