



# State of Indiana Cooperative Invasives Management

## Position Description

**Position Title:** Regional Specialist, part time

**Location:** Northwest Indiana, office location is negotiable within the Arrowhead Country RC&D counties (indicated below)

**Salary:** \$24,000

**Application deadline:** COB July 21, 2023

### Description

The State of Indiana Cooperative Invasives Management (SICIM) is a 501-c-3 non-profit organization who is working with partners statewide to protect, restore, and enhance Indiana's landscapes by coordinating efforts to identify, prevent, and control invasive species. SICIM has entered into a second contribution agreement with the USDA-NRCS to develop a local Cooperative Invasive Species Management Area (CISMA) in every county in Indiana. The Arrowhead RC&D has partnered with SICIM in NW Indiana to sponsor Regional Specialist positions dedicated to local CISMAs in northwest Indiana, including Cass, Fulton, Jasper, Marshall, Newton, Pulaski, Starke, and White Counties within the RC&D's area as well as other counties depending on location of applicant.

### Qualifications and Experience

Requirements:

- Bachelor's degree in Natural Resources field or equivalent experience
- Vehicle and valid drivers' license – significant travel will be required
- Working knowledge of invasive species and vegetative management practices
- Flexibility to work irregular schedule including evenings and weekends
- Excellent communication and organizational skills
- Ability to work independently and set priorities within broad goals and objectives
- Computer skills including experience with MS Office and social networking platforms
- Good physical condition – ability to participate in educational and work activities in natural areas with rough terrain in all weather conditions

Preferable:

- Experience coordinating volunteers
- Project management experience

### Duties and Responsibilities

The primary responsibility of the Regional Specialist is to work with the current NW Regional Specialist and the Arrowhead RC&D, Soil and Water Conservation Districts (SWCDs), and other conservation organizations to develop and coordinate activities with CISMAs in northwest Indiana.

SICIM is an equal opportunity provider and employer.



The Regional Specialist will:

- Facilitate and lead the establishment of local CISMAs in areas where none exist;
- Strengthen leadership, goals, and networks of CISMAs who have formed and need help getting more momentum and enthusiasm in their area. Help fire up the base!
- Continue to create awareness where needed of the program among key target constituencies such as County Extension and Soil and Water Conservation District staff, District Foresters and Wildlife Specialists, park and highway department personnel, and the general public.
- Tracking, reporting and follow-up on all aspects of the project including preparation of project reports.
- Provide invasive species surveys and management plans to private landowners

Other duties and responsibilities include:

- Strengthen involvement and relationships with SICIM's partner organizations.
- Plan and facilitate events in cooperation with SWCD staff and other partners;
- Help CISMAs identify and secure local sources of human and financial resources;
- Assist with training of Indiana Conservation Partnership staff;
- Identify training materials and develop resource kits for local CISMAs;
- Serve as a facilitator and trainer for local CISMAs;
- Work with SWCD boards and other partners to develop opportunities and resources for new CISMAs.

This is a part time position, with an expected 20-hour work week. Schedules are flexible, with some night and weekend work expected. Limited paid holidays and PTO are included, as well as mileage reimbursement. No other benefits are provided.

**Questions regarding this position should be directed to SICIM's Executive Director, Stephanie Schuck, at [stephanie@sicim.info](mailto:stephanie@sicim.info) or by phone at 812-653-5563.**

**To apply, submit a resume, cover letter, and three work-related references to Stephanie Schuck, [stephanie@sicim.info](mailto:stephanie@sicim.info), by July 21.**

For more information on SICIM and its mission, partners, and programs, please visit our website at <http://www.sicim.info/>.