



Invasive Species Centre

Location: Sault Ste. Marie, Ontario preferred and other remote locations in Ontario considered

Start Date: February 2025

End Date: March 31, 2027, with possibility for extension

Salary Range: \$48,000-\$60,000 based on qualifications

Job Type: Full-time, two-year contract, with opportunity to continue

The Invasive Species Centre aims to mobilize action against invasive species that harm the environment, economy and society. Incorporated as a not-for-profit in 2011 as a hub for collaboration and knowledge sharing, we have grown into a respected collaborator and leader in invasive species knowledge and action. We rely on values of inclusion, innovation, stewardship, collaboration, and commitment to excellence to achieve our vision of a Canada where land and water are protected from invasive species.

If you are passionate about protecting forests, land, and water in Canada and enjoy working as a part of an upbeat and fast-paced team, please follow the application instructions at the end of this posting.

Position Summary

The **Terrestrial Invasive Plants Coordinator** will work under the ISC's Programs Team and be responsible for the coordination of ISC's terrestrial invasive plants projects and community engagement tools. This work consists of implementing programs to prevent the introduction and spread of invasive plants, increase reports to inform distribution and support invasive plant management efforts across Ontario and Canada. This will be achieved through public education, partner outreach, consultation and meeting coordination, coordinating special events, community science initiatives, responding to media engagements and presentation requests, and overall

budgeting and coordination of projects. This position will also focus on the development, coordination and communication of invasive plant management plans and guides for practitioners and community members.

We offer a fun, vibrant workplace with flexibility and shared passion for protecting the environment. This is a two-year contract position to start, with opportunity to continue for additional years, contingent upon funding. We believe in supporting our team as much as possible, with a competitive compensation package including wages, minimum of 2 weeks of vacation, 12 paid holidays, paid personal days, paid sick leave, contribution to personal and professional development and many opportunities to learn new skills. The ISC offers hybrid work opportunities for team members in Sault Ste. Marie.

Principal Accountabilities

- Implementing established programs to prevent the spread of terrestrial invasive plants
- Project management including tracking program deliverables, budgeting, tracking key performance indicators and reporting
- Development of management plans and communicating best practices for terrestrial invasive plant management
- Coordinating committee meetings consisting of multiple stakeholder groups and rights holders
- Liaising with partner organizations to meet deliverables
- Support local organizations (i.e. municipalities, conservation authorities, Indigenous communities, and NGO's) develop and implement invasive plant mapping, management plans and engage community members
- Potential for coordinating invasive plant management programs for high priority species
- Special event coordination such as workshops, or conferences
- Support the development and updating of technical invasive plant control resources including best management practices and technical bulletins
- Event/conference attendance and travel
- Assist in the development of tools for community science and engagement
- Contribute to the development of digital outreach campaigns including social media marketing, influencer outreach and paid advertising
- Outreach material and new tool development
- Support grant writing and business development
- Other duties as required

Minimum Qualifications

The successful candidate will be a university or college graduate or have equivalent experience in fields such as biology, ecology, environmental science/studies, ecosystem management, restoration ecology, forestry, or other related fields. They will have a minimum of 3 years of professional experience in competencies listed below.

Preferred Qualifications

- Possess a Bachelors' degree or equivalent additional certification in biology, ecology, environmental science/studies, or other related fields.
- Knowledge of terrestrial invasive plants, best management practices and implementing management programs.
- Possess a Pesticide Exterminator License and completed the Ontario Pesticide Training and Certification course.
- Knowledge of Geographic Information Systems (GIS) and ESRI suite.
- Possess a valid G-class drivers licence, ability to travel and preferably access to a vehicle.

Minimum Competencies

The successful candidate will have strong:

- **Organisational skills:** ability to quickly design and implement programs and processes, communicate with team, track grants throughout granting cycle, respond to requests in a timely way
- **Project Management skills:** Ability to develop, manage and track projects, keeping activities on time and on budget and report back to funders
- **Administrative skills:** Knowledge of office procedures, knowledge of or willingness to learn invoicing, tracking expenses
- **Strong Science Communication Skills:** The ability to express themselves clearly in conversations and interactions with others, through writing, speaking, and images
- **Knowledge of invasive species:** Working general knowledge of environmental science, ecology and invasive species
- **Technical and data management expertise:** computer proficiency and experience with Microsoft Office software especially Excel, Adobe Acrobat, ESRI GIS programs, social media, email marketing, and survey applications
- **Teamwork skills:** Have a can-do and optimistic outlook, help to set a tone of cooperation within the work group and across groups; coordinate own work with others, respond positively to instructions, procedures, and feedback
- **Time management and flexibility skills:** manage multiple projects; determine project urgency in a practical way; create detailed action plans and budgets, adapt well to changing priorities, deadlines, and directions; work outside of regular hours on occasion

- Initiative: identifying what needs to be done and doing it before being asked or before the situation requires it; plan work and carry out tasks without detailed instructions

Other Requirements

- Must work within standard business hours and occasionally evening and weekends depending on work requirements
- Willingness and ability to travel as required (est. 10-15 days annually)
- The candidate must be legally entitled to work according to the relevant provincial legislation and regulations
- Bilingual in French, English, and/or Indigenous languages would be an asset
- The candidate will need to comply with all ISC policies
- Ability to start position as soon as possible

**Applications will be accepted on a running basis until position is filled.
Interviews will begin the week of February 10, 2025.**

Please submit application package by email as a single PDF, including cover letter and resume, which includes your education and work experience history. Emails must contain the position title in the email subject line. Please address applications to:

Mackenzie DiGasparro, Terrestrial Invasive Species Team Lead
Invasive Species Centre, 1219 Queen Street East, Sault Ste. Marie, ON P6A 2E5

Email: careers@invasivespeciescentre.ca

No telephone calls, please. Only candidates chosen for an interview will be contacted.

Please note that this position is pending confirmation of funding.

The Invasive Species Centre is an equal opportunity and accessible employer. The Invasive Species Centre will provide accommodation for candidates with disabilities during the recruitment process, upon request.