Position available:
Aquatic Invasive Species Program Specialist

Description
The Great Lakes Commission has an immediate opening for a self-starting, highly motivated team player to join our aquatic invasive species (AIS) program. This position reports to the AIS program manager and will assist with project management and implementation. The Commission’s portfolio of invasive species projects target a variety of invasive species issues and rely heavily on regional coordination and collaboration to achieve desired outcomes. See http://glc.org/projects/invasive/ for more information on specific projects.

Responsibilities
The Aquatic Invasive Species Program Specialist will be responsible for a variety of activities in support of the Commission’s AIS program, including project planning and implementation; communication with multiple partners; outreach to diverse stakeholder audiences; preparation of presentations and written documents; meeting planning, coordination and facilitation; assisting with grant administration; and other related work.

Specific responsibilities include:
- Provide staff support to the Great Lakes Panel on Aquatic Nuisance Species and the Invasive Mussel Collaborative
- Assist with implementation of grant funded projects focused on priority invasive species pathways, including the live organism trade and ballast water
- Assist with the coordination, planning, facilitation and documentation of project advisory team meetings, regional meetings and workshops, and more
- Develop a regional database of AIS activities as funded through the Great Lakes Restoration Initiative and other programs
- Develop content for and assist in maintenance of invasive species project websites including www.invasivemusselcollaborative.net and http://glc.org/projects/invasive/
- Develop fact sheets, reports, briefing papers and other written materials in support of project activities
- Provide written and verbal communications to diverse partners and stakeholder groups
- Promote communication, coordination, partnerships and information-sharing between federal, state, and local partners in the public and private sectors

Qualifications
The incumbent must be organized, collaborative and detail-oriented, with a background in natural resources or a related field. The ideal candidate also has an aptitude for leadership and critical thinking, and a solid knowledge of AIS issues. Strong written and verbal communications skills are a must, including the ability to translate complex science, data or legal information to policymakers, stakeholders and the public. Experience communicating with different audiences (e.g., public, scientific, and policy) and interest in collaborating with and coordinating diverse stakeholder groups is also necessary.
Required qualifications include:

- Master’s degree in natural resources management, biology, ecology, environmental science or policy, or a related field, and two years of experience; or a bachelor’s degree and four years of equivalent experience
- Demonstrated communication skills (both verbal and written)
- Strong computer skills including MS Office Suite and WordPress
- Strong leadership skills, including meeting planning and facilitation skills
- Team player, interested in working collaboratively with both Commission staff and project partners
- Self-motivated, energetic, critical thinker
- Familiarity with web-conferencing/remote meeting technology and social media

Preferred qualifications include:

- Knowledge of aquatic invasive species prevention and management
- Familiarity with group facilitation
- Experience writing grant proposals and supporting program development efforts

**Benefits**
The Great Lakes Commission offers a competitive salary and comprehensive benefits package that includes medical and optical insurance. The Commission also has an outstanding retirement program.

**Work environment**
The majority of work is performed in an office setting with no unusual workplace demands. The incumbent needs to be able to work in a fast-paced, time-sensitive, sometimes stressful environment, requiring significant time management skills to complete assignments and meet deadlines. Some travel will be required.

**Other considerations**
Consideration will be given to candidates who have a familiarity with AIS prevention and management.

**Application process**
The requirements for this application include a cover letter, resume and salary history. **Please note:** All of these items must be provided if applicant is to receive consideration.

Please address your application and submit by e-mail to the following address:

**Great Lakes Commission**  
**ATTN: Aquatic Invasive Species Program Specialist II Position**  
2805 S. Industrial Hwy., Suite 100  
Ann Arbor, MI 48104-6791  
E-mail: vacancy@glc.org

*No phone calls, please.*
About the Great Lakes Commission

The Great Lakes Commission was established in 1955 with a mandate to “promote the orderly, integrated and comprehensive development, use and conservation of the water resources of the Great Lakes basin.” Founded in state law with U.S. federal consent, with membership consisting of the eight Great Lakes states and associate member status for the provinces of Ontario and Québec, the Commission pursues four primary functions: communication and education, information integration and reporting, facilitation and consensus building, and policy coordination and advocacy. Each Member jurisdiction is represented by a delegation consisting of three to five members who are appointees of the respective governor or premier, legislators or senior agency officials. A board of directors, consisting of the chair of each delegation, is the Commission’s executive body. In carrying out its initiatives, the Commission works in close cooperation with many partner organizations, including U.S. and Canadian federal agencies, binational institutions, tribal/First Nation governments and other regional interests. Representatives appointed by partner entities participate extensively in Commission activities through a formal Observer program. The Commission is supported by a professional staff in Ann Arbor, Mich. Learn more at www.glc.org.

Note: The Great Lakes Commission, as an equal opportunity employer, complies with applicable federal and state laws prohibiting discrimination. It is the policy of the Great Lakes Commission that no person shall be discriminated against, as an employee or applicant for employment, because of race, color, national origin, religion, age, sex, height, weight, sexual orientation, marital status, partisan considerations or a disability or genetic information that is unrelated to the person’s ability to perform the duties of a particular job or position.