



Invasive Species Program Coordinator **(Contract/full time permanent)**

SSEA Overview:

The Severn Sound Environmental Association (SSEA) is a community success story. At the SSEA, we are committed to ensuring exceptional environmental quality and exemplary stewardship of the Severn Sound area through sound science, collaboration and partnerships. The SSEA is a Joint Municipal Service Board under the Municipal Act that serves eight municipalities in the Severn Sound watershed area (www.severnsound.ca).

The SSEA is seeking an eager, motivated individual to join our talented, enthusiastic team to work with our partners to coordinate and implement the SSEA Invasive Species Program.

Position Overview:

One (1) Invasive Species Program Coordinator. This position, based in Port McNicoll Ontario, offers a 35-hour work week, with some evenings and weekends required, starting as soon as possible.

Status: Twenty-Four (24) month contract, with possibility of full time permanent

Wage: \$18.00 - \$25.00 per hour, 35-hours per week.

Main Responsibilities:

The Invasive Species Program Coordinator will implement the SSEA Invasive Species Program (ISP), delivering the core components of the ISP (Prevention, Monitoring, Management, Education) and Severn Sound Invasive Species Strategy within participating municipalities. Duties include:

- Collecting IS occurrence data; performing field assessment activities to identify, map, evaluate and prioritize potential IS control projects
- Facilitating invasive species management activities for aquatic and terrestrial species
- Organizing Severn Sound IS municipal working group meetings
- Education and outreach: developing, promoting and delivering locally-relevant invasive species education materials including media releases/articles/social media content and videos; delivering workshops/information sessions/ learning events; participating in education and outreach activities, including presentations, landowner workshops and displays at local events and summer festivals
- Supporting and providing expert advice on community-based invasive species initiatives and management activities
- Using computer-based GIS and Microsoft Office software to input monitoring data, plan site visits and analyze invasive species distribution information
- Identifying invasive species from community-submitted pictures/samples and provide management guidance to private property owners
- Liaising and engaging with other IS organizations and programs (e.g., Ontario Invasive Plant Council, Ontario Invading Species Awareness Program, Invasive Species Centre, Natural Resources Canada, Environment and Climate Change Canada)
- Updating IS content on SSEA website/Twitter account as necessary
- Preparing IS briefing notes, staff reports for Board and council updates
- Identifying and pursuing funding/grant opportunities
- Working with volunteers, students and partners involved with SSEA IS activities
- Attending regular staff meetings as required
- Other related duties as assigned

Qualifications and Key Skills:

College or university education in natural resources management, environmental science, biology, ecology, ecosystem studies or a related field, combined with relevant work-related experience in aquatic invasive species monitoring, management and outreach.

- Knowledge of invasive species issues within the Severn Sound watershed
- Understanding of invasive species monitoring and control procedures
- Ability to use species keys and reference material to identify plant, fish, invertebrate and pathogen based invasive species
- Knowledge of the principles of field work, such as accurate data recording, use of technical equipment and record keeping
- Good understanding of applicable federal, provincial and local legislation, regulations, policies, procedures and guidelines applicable to invasive species (e.g. Invasive Species Act, Public Lands Act)
- Ability to work outdoors in a variety of conditions (on water & land in all types of weather)
- Reliable and willing to work a flexible schedule (overtime, evenings, weekends)
- Ability to work with and lead volunteers and assigned students/staff
- Strong interpersonal and communication skills (written and verbal)
- Self-motivation and ability to work independently and to take initiative on projects
- Excellent judgement and decision making skills
- Detail-oriented with strong organizational skills
- Excellent computer skills (Microsoft Office Suite including Word, Excel and PowerPoint)
- Valid Ontario Driver's License (Class G)
- Valid First Aid and CPR certification
- Valid Canadian Pleasure Craft Operators License would be considered an asset
- Experience with Geographic Information Systems (ArcGIS/ArcMap) and Ecological Land Classification would be considered an asset

SSEA offers comprehensive health and safety training.

Submission Information:

Qualified candidates are invited to submit a resume and cover letter demonstrating how you meet the position requirements. Resumes and cover letters submitted via email must be in word or PDF format and include "***Invasive Species Program Coordinator***" in the subject line.

Resumes and cover letters should be submitted by **4:30 pm on Friday, March 20th, 2020** and be clearly marked to:

Human Resources
Severn Sound Environmental Association
489 Finlayson St
PO Box 460
Port McNicoll ON L0K 1R0
Email: sseainfo@severnsound.ca

We thank all applicants for your interest in the Severn Sound Environmental Association. **Only those candidates selected for an interview will be contacted.**

The Severn Sound Environmental Association is committed to a barrier-free recruitment and selection process. Please inform us should an accommodation be required at any point in the recruitment process. Information received relating to accommodation needs of applicants will be addressed confidentially. Personal information collected will only be used for candidate selection, in accordance with the Municipal Freedom of Information and Protection of Privacy Act R.S.O., 1990, c.M.56.