



AQUATIC INVASIVE SPECIES SPECIALIST POSITION DESCRIPTION

Position: Aquatic Invasive Species Specialist (ages 18-35)

Service Term: 900-hour AmeriCorps position, May – November

Reports to: Conservation Corps Individual Placement Program Manager and MN DNR Site Supervisor

Location: Saint Paul, MN

- *This is not a residential program; participants must secure housing near the placement location.*

Benefits:

- Living Allowance: \$2,400.00/month
- Education Award: \$3,447.50, if eligible and upon successful completion of program requirements
- Student loan forbearance (on qualifying student loans)
- Health insurance
- Training, certifications, networking

About Conservation Corps Minnesota & Iowa: Conservation Corps Minnesota & Iowa, a nonprofit organization and AmeriCorps grantee, engages hundreds of youth and young adults each year in meaningful service, leadership development, and environmental stewardship. Our vision is a world in which everyone has equitable access to nature, is equipped to succeed in career and life, and is empowered to make a difference in conserving natural resources. Our projects and programs embody our core values of safety, service, respect, equity, and community. In working toward our vision, we believe it is important to acknowledge that natural resources organizations, including Conservation Corps Minnesota & Iowa, have a legacy of supporting and benefiting from systems that have restricted access to public lands and careers for marginalized groups. To challenge this, we commit to using equity as a lens for the work we do and decisions we make, building a shared vision surrounding justice, equity, diversity, and Inclusion goals with our partnering organizations and communities and providing an equitable training environment and high-quality programming to all our participants.

Position Summary: The Conservation Corps Minnesota (Corps) Aquatic Invasive Species (AIS) Specialist position is an AmeriCorps position based at the Minnesota Department of Natural Resources (DNR). This position serves to build the capacity of important public service work at the DNR in the Division of Ecological and Water Resources Aquatic Invasive Species program Under the guidance of MN DNR and U of M project advisors, this position will primarily serve to assist in the prevention of the spread and promotion of management of invasive species. Activities include data collection, mapping and AIS field

work related to invasive species monitoring, verification, and early detection surveys. This position may also provide corps members with opportunities in outdoor recreation and outreach.

Members are directly supervised by Conservation Corps Program Manager and Minnesota Department of Natural Resources and University of Minnesota site supervisors. Members serve in a single placement setting with a partnering nonprofit/government organization. Members complete service projects with direction provided by partnering agencies and representatives of those agencies.

Duties & Responsibilities:

AmeriCorps members must complete service projects to the best of their ability, serving safely, effectively and efficiently to ensure projects are completed to the satisfaction of project hosts and the community. AmeriCorps members are expected to serve a minimum of 900 hours and complete the entire service term per the start and end dates listed on the Member Service Agreement. In this position, AmeriCorps members will serve in a team of two, assisting an interdisciplinary team with invasive species monitoring and surveillance efforts, specifically of previously treated Phragmites populations, to evaluate treatment efficacy. Activities include:

- Conducting vegetation surveys, data collection, mapping, and AIS field work related to invasive plant inspections, plant surveys and early detection surveys.
- Conducting early detection surveillance to document and report new invasive Phragmites populations using EDDMaps Pro app and online portal.
- Visiting previously reported invasive populations to confirm identifications and update records.
- Maintaining clear records of all activities in excel and online reporting systems as required.
- Coordinating with program managers and contractor as needed to facilitate ongoing management efforts.
- Reporting monitoring results at least weekly to program managers.
- Assisting with monitoring of other aquatic invasive species as needed.
- Compiling background information and preparing briefing documents and presentation materials.
- Assisting with the production of internet and intranet content, press releases, and newsletter articles to announce important planning process milestones (e.g. open houses, planning document review periods).
- Supporting a “culture of safety” among all employees and programs at the DNR and at the Corps.
- Ensuring project completion and continuity.
 - Develop and implement an annual work plan that provides timelines and balance to the priorities of the various programs listed above. Utilize a work plan tracking document provided by the Corps and DNR/U of M to track work accomplishments and reprioritize on a regular basis.
 - Attend scheduled meetings, orientations and workshops, including required Conservation Corps AmeriCorps training sessions and site visits.
- Administration
 - Submit timesheets and SAW reports to Site Supervisor (NOTE: Lunch time does not count toward service hours).
 - Submit timesheets & SAW, expense reports, receipts and monthly credit card log to Program Manager for coding and signature.

- Review and submit all vehicle/employee accident reports to appropriate departments in cooperation with the Program Coordinator.
- Public Relations
 - Represent the Corps at local job fairs, county fairs, , etc.
 - Assist in developing new display materials by taking pictures, creating PowerPoint slideshows, submitting e-news articles, etc.
 - Maintain program websites, write newsletters and articles and attend trade shows/conferences.

Hours & Schedule

- 40 hours/week, Monday – Thursday, 7:00am – 5:30pm (typical, occasional weekends) including a mandatory 30 minute lunch break which does not count towards service hour. Depending on travel required for a particular project, schedule may be adjusted.

Qualifications:

- Bachelor's degree in a related field OR a combination of college level coursework and equivalent professional experience in related fields.
- Strong planning, organization, communication and creative thinking skills.
- Familiarity with Microsoft (Access, Excel, Word, PowerPoint) required.
- Ability to communicate effectively in electronic, written and oral media.
- Effective time management and project oversight skills.
- Knowledge of GIS software and GPS use preferred.
- Ability to navigate using GPS, map and compass preferred.
- Ability to climb hills, traverse rough, uneven or wet ground, including wading in standing water, and to move through tall, dense vegetation.
- Valid drivers license.
- Technical skills with database management.
- Work well in team settings and exhibit respectful assertiveness to contribute to projects and products.
- Ability to work hard in an outdoor setting for a minimum of 40 hours/week.
- Positive attitude, interest in community service and desire to make a difference.
- Training will be provided in these areas as needed; no more than 20% of the service term is dedicated to technical and personal skills training.
- Must pass a criminal history check consisting of a National Sex Offender Public Website check, a state criminal history check, and a fingerprint-based FBI check. Passing the criminal history check is defined as no positive hits on the NSOPW and no history of violent offenses on the state or FBI checks.
- Member will certify that they have or will obtain the diploma/GED to be in accordance with program requirements

Other Information

In accordance with 45CFR 2520.65, AmeriCorps members may not perform prohibited service activities directly or indirectly by recruiting, training, or managing others for the primary purpose of engaging in the activities. Prohibited service activities are outlined in the Service Agreement section VII and AmeriCorps member manual.

Conservation Corps Minnesota & Iowa is an Equal Opportunity Employer and is committed to creating an inclusive environment that values the diversity of its staff and members and does not discriminate against anyone. Employment/placement decisions with Conservation Corps will be based on merit, qualifications, and abilities. Conservation Corps does not discriminate in employment opportunities or practices based on race, color, creed, religion, sex, national origin, age, disability, veteran status, military service, union membership, marital status, familial status, sexual orientation, gender identity, status with regards to public assistance, genetic information or any other characteristic protected by law. Conservation Corps engages AmeriCorps members, ages 18-25, as defined under the American Conservation and Youth Service Corps Act, a subtitle of the National and Community Service Act of 1990. Reasonable accommodations available upon request. Minorities are strongly encouraged to apply.

Women, BIPOC, LGBTQ people, and people with disabilities are strongly encouraged to apply.

CCMI requires all employees and AmeriCorps members to be fully vaccinated for COVID-19 OR submit a medical or religious exemption request.

I _____ have read and fully understand the above position description that reflects the service activities that I will perform during the AmeriCorps term.

AmeriCorps member Signature: _____ Date: _____

Approval Signature: _____ Date: _____