

# **Invasive Species Management Program Coordinator for the James River Park System**

*Employer: Friends of James River Park*

*Hourly Rate: \$26/hour, up to 32 hours per week annually*

## **Description**

The Invasive Species Management (ISM) Program Coordinator will serve as a supervisor for the James River Park System (JRPS) ISM team. The ISM team promotes sustainable management of park resources and protection of JRPS conservation areas through a combination of field work, community engagement, and project management. This position will guide and provide oversight on the work of the ISM team, maintain records on manual and chemical management of invasive species, and coordinate closely with the Invasive Plant Task Force, JRPS operations, and trail team on sustainable management practices in the James River Park System. Prior demonstrated experience in natural resource management including invasive plant species, working with park managers and advocacy groups, coordinating project tasks, staff, and stakeholders, and creating regular reports on natural resource management activities, is desirable. The ISM Program Coordinator will meet and work well with the public and co-workers. Prior positive experience working in a lead or supervisor capacity is necessary.

## **Team Collaboration, Supervision, and Reporting**

This position will be a supervisor of the ISM team. The position will collaborate closely with the JRPS Operations team, Trails & Greenways team, JRPS Outdoor Education team, Invasive Plant Task Force, and leaders of urban greening and volunteer engagement initiatives.

This position reports to the Superintendent of James River Park System and is employed by Friends of James River Park.

# Job Duties

The tasks listed below are those that represent the majority of the time spent working in this position. Management may assign additional tasks related to the type of work of the position as necessary.

- Facilitate a strategic approach to natural resource management and invasive plant removal activities by ensuring that ISM work is aligned with the James River Park System Natural Resource Management Plan and communicated among key partners: ISM staff, JRPS supervisors, and members of the IPTF.
- Guide and provide oversight for the work processes of the ISM team, ensuring that seasonal goals for natural resource management are met and records are adequately captured in narrative, Excel, and ArcGIS including but not limited to herbicide application, ISM monthly report, and natural resource management activities in JRPS.
- Create cohesion from disparate natural resource management efforts by ensuring natural resource management priorities are well communicated to key partners.
- Participate with other ISM team members by removing invasive plant species and rehabilitating native habitat using the latest science and research available, and capture data using FieldMaps or other applications.
- Follow and contribute to long-term invasive management plans for project areas including ongoing monitoring and sustained control activities.
- Plan and lead invasive plant education and outreach activities for JRPS including seasonal invasive plant workshops, university course collaborations and tabling at public venues.
- Work directly with volunteers, e.g. lead recurrent invasive control work events through the year and specific corporate events and collaborations.
- Lead field operations and meet with contractors as needed per site/project.
- Work with appropriate staff to plan and execute seasonal management of specific individual species throughout multiple park units as necessary.
- Record and submit accurate data on volunteers, areas planted, maintained, or restored.
- Keep up-to-date and accurate herbicide application records as required by state law.
- Operate and maintain appropriate equipment as needed including hand tools, power hand tools, and herbicides.
- Provide review of research and develop responses to new encroaching invasive plant species in coordination with JRPS ISM team and Invasive Plant Task Force.
- Help plan and support activities for special events.
- Stay up to date on current invasive plant issues, research, legislation and control methodologies.

## Skills Required

- Demonstrates passion for Virginia's native plants, concern about the threats posed by invasive plants, and interest in preserving the James River Park System.
- Experience working in land management, natural areas restoration, invasive plant management, botany, ecology and/or forestry preferred, including knowledge of invasive plants common to Virginia and hands-on experience controlling them.
- Knowledge and practice in safely navigating forested areas including appropriate protection of and responses to wildlife.
- Excellent interpersonal skills and an ability to effectively engage a diversity of teams, audiences and people.
- Excellent writing and verbal communication skills.
- Interest in working with the general public (individuals, groups, partners) and willingness to explore innovative approaches in working with the public and JRPS partners to manage invasive plants.
- Proactive and highly motivated with demonstrated ability to work with minimal supervision.
- Apt attention to detail, personal organization, and time management with an eye towards longer-term strategies and planning for effective invasive management.
- Ability to become a Virginia Certified Pesticide Applicator.
- Ideal candidates will have experience in Google Workspace and MS Office.
- Experience with GPS/GIS and mapping software is a plus.

## Qualifications, Special Certifications and Licenses

At least one full year of specialized experience comparable in scope and responsibility to the Invasive Management Program Coordinator position.

No Special Certification or License required.

The preferred candidate will have;

- Virginia State Certified Applicator License or the ability to obtain such a license on hire.

- Familiarity with local flora and fauna.
- Familiarity with the James River Park System.
- Demonstrable knowledge of best methods and practices in invasive species management.
- Ability to identify plants to species level using a dichotomous key.
- Experience working with manual landscape tools like pruners, loppers, and saws.
- Ability to communicate effectively through written and verbal means.
- Experience working effectively within a team.
- A valid driver's license.

*People with a degree in natural sciences, environmental studies, or natural resource management may be interested in this position.*

## **Work Schedule**

This position is a full-time position based on an average of 32 hours per week. Flexible schedule, but most work should occur during business hours, Monday – Friday, 9:00am – 5:00pm. Some weekend work will be required.

## **Compensation and Benefits**

FOJRP currently offers competitive pay and is working on developing a competitive benefits package including a 401k match and PTO.

Friends of the James River Park is an equal opportunity employer. We are committed to a diverse and inclusive work environment. We encourage candidates that may not meet all of the required qualifications to apply.

Friends of the James River Park is the primary nonprofit support organization for the James River Park System. They work closely with park staff to protect, expand, and enhance the James River Park System.

# Physical and Dexterity Requirements:

This position requires medium to heavy work that involves walking or standing and exerting between 20 and 50 pounds of force on a regular and recurring basis, considerable skill, adeptness and speed in the use of the fingers, hands or limbs in tasks involving close tolerances or limits of accuracy.

## **To apply**

Please email your resume with work and volunteer experience and education background, along with a cover letter of interest and three (3) professional references, to staffing@jamesriverpark.org.

## **About Friends of the James River Park-**

**Friends of the James River Park (FOJRP)** is a nonprofit organization dedicated to supporting and enhancing the James River Park System (JRPS) in Richmond, Virginia. The park system encompasses a series of natural spaces and recreational areas along the James River, offering opportunities for outdoor activities like hiking, biking, kayaking, and wildlife watching.

The mission of Friends of the James River Park is to protect, expand, and enhance the park system by providing resources for maintenance, education, and advocacy. They work in collaboration with the City of Richmond to ensure the park remains a vibrant and accessible space for both locals and visitors. Through these efforts, Friends of the James River Park plays an important role in the ongoing stewardship of one of Richmond's most valued natural resources.

FOJRP provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.