

WNY PRISM Education and Outreach Assistant



About WNY PRISM

The Western New York Partnership for Regional Invasive Species Management (WNY PRISM) is one of eight regional partnerships within New York State that were created to address the threat of invasive species and prevent or minimize the harm they cause to the environment, economy, and human health. This is accomplished through use of a coordinated partnership network for which we provide leadership, technical assistance and collaboration opportunities. Our goal is to improve, restore, and protect local aquatic and terrestrial resources by improving the effectiveness of invasive species management efforts and increasing awareness of invasive species issues throughout the 8-county region. The WNY PRISM Office was established in 2014 and has quickly become a regional leader in invasive species management. For more information about WNY PRISM and our programming, please visit www.wnyprism.org.

WNY PRISM is a sponsored program of the Research Foundation for SUNY Buffalo State and is hosted by the Great Lakes Center. Funding for WNY PRISM is provided by the Environmental Protection Fund through a contract with New York State Department of Environmental Conservation.

Position Description

The WNY PRISM Education and Outreach Assistant will work closely with WNY PRISM staff and partners to implement and expand our education and outreach programs and will report directly to the WNY PRISM Education and Outreach Programs Manager. Education efforts are essential to the success of the partnership and are integrated into nearly all aspects of WNY PRISM work. The selected candidate will help maintain WNY PRISM Listserv and social media accounts, prepare e-newsletters, organize, attend, and lead education and outreach events, develop invasive species educational materials, maintain detailed records, represent WNY PRISM at meetings and events, and communicate with partners. In addition, the Education and Outreach Assistant will assist with invasive species management activities such as invasive species monitoring, surveys, removal and habitat restoration projects, as needed. WNY PRISM seeks highly motivated candidates with the education and experience necessary to succeed.

WNY PRISM is a supportive and collaborative environment that will provide the opportunity to learn and work within all aspects of invasive species management. Individuals will gain valuable experience and increase their skill level in the fields of invasive species management, program development, materials development, public outreach and education, and volunteer coordination.

Primary Responsibilities

- Lead WNY PRISM efforts for NYS Invasive Species Awareness Week (ISAW)
- Organize outreach events and educational opportunities including farmers' markets
- Represent WNY PRISM at community events
- Update and manage WNY PRISM social media accounts, Listserv and community events calendar
- Assist with WNY PRISM Spring and Fall e-Newsletters
- Assist with development of educational resources and content for WNY PRISM website
- Assist with development of education and outreach materials

- Assist with planning and implementing workshops and trainings
- Assist with volunteer program and volunteer coordination
- Assist with partner communication and information dissemination
- Maintain detailed records for all educational, outreach and volunteer events and information
- Maintain detailed records of communications with partners, volunteers, and other parties

Additional Responsibilities

- Assist with invasive species surveys and mapping, using iMapInvasives
- Assist WNY PRISM Invasive Species Management Crew and partners with invasive species removal efforts
- Assist with office operations including organization, purchasing, answering phone and email inquiries, partner communication and other general office tasks

Qualifications

- Undergraduate Degree (Ecology, Biology, Natural Resources or similar preferred)
- 1-year related professional experience
- Knowledge of invasive species, invasive species ecology and management
- Strong interest in invasive species management and ecology
- Working knowledge of Microsoft Office Software (word, excel, power point)
- Working knowledge of Publisher and/or Adobe design software
- Working knowledge of social media (Facebook, Instagram, twitter)
- Evidence of good time management skills and organization
- Ability to work well both independently and in a collaborative setting
- Comfortable speaking in front of a wide variety of audiences
- Excellent interpersonal, communication and writing skills

Travel Requirements

Weekend and evening hours, as well as occasional overnight travel, will be required. Use of personal vehicle will be required. When using a personal vehicle, employees will be reimbursed for approved work-related travel at the current rate of \$0.545 per mile.

Job Details

This is a full-time, temporary position (40 hours/week @ \$14.00/hr.) with an expected timeframe of May 1, 2019 – September 30, 2019 (~ 22 weeks). Weekend and evening hours, as well as occasional overnight travel will be required.

To Apply

Please see full job description and apply online at: <https://www.rfhiring.com/jobs.asp>

The deadline for applications is Friday, March 8, 2019. Please follow all application directions, failure to do so may disqualify you from the position. Please provide cover letter, resume, and 3 professional references as a single attachment. No phone calls please.