

WNY PRISM Education and Outreach Assistant - 2021



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 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. 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 Program Manager. Education efforts are essential to the success of the partnership and are integrated into nearly all aspects of WNY PRISM's work. The selected candidate will help maintain the WNY PRISM Listserv and social media accounts, prepare e-newsletters, develop invasive species educational materials, organize and lead virtual education events, maintain detailed records, 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. While subject to change based on current federal, state and local COVID-19 restrictions, there may also be the opportunity to participate in small, socially distanced outreach and volunteer events that the Education and Outreach Assistant will help to organize and participate in. 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 public outreach and education, program development, materials development, volunteer coordination, and invasive species management.

Primary Responsibilities

- Update and manage WNY PRISM social media accounts, Listserv and community events calendar.
- Write bi-weekly e-News and the WNY PRISM Fall Newsletter.
- Assist with the development of educational resources and content for the WNY PRISM website.
- Aid in the development of education and outreach materials.
- Help to plan and implement virtual workshops and trainings.
- Assist with volunteer program and volunteer coordination ensuring high safety standards.

- Give presentations to a public audience on topics such as invasive species identification and iMapInvasives.
- 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 (Environmental Studies, Environmental Science, Environmental Education or similar preferred).
- 1-year related professional experience.
- Knowledge of invasive species, invasive species ecology and management.
- Strong interest in environmental education and invasive species management.
- Excellent interpersonal, communication and writing skills.
- Working knowledge of Microsoft Office Software (Word, Excel, PowerPoint, Publisher).
- Working knowledge of Adobe InDesign or willingness to learn.
- Working knowledge of social media (Facebook and Instagram).
- 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.

Travel Requirements

Some weekend and evening hours 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 \$0.575 per mile.

Job Details

This is a full-time, temporary position (40 hours/week @ \$14.00/hr.) with an expected timeframe of May 10, 2021 – September 24, 2021 (20 weeks). Some weekend and evening hours 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 5, 2021**. Please follow all application directions, failure to do so may disqualify you from the position. Please provide cover letter, resume, writing sample and 3 professional references as a single attachment. Questions can be directed to Emily Thiel, Education and Outreach Program Manager at thieles@buffalostate.edu. No phone calls please.