

Terrestrial Invasive Species Program Manager

About WNY PRISM

The Western New York Partnership for Regional Invasive Species Management (WNY PRISM) is an organization whose mission is to address invasive species priorities using a coordinated partnership network, for which we provide leadership, information and resources, and opportunities for collaboration. We work to improve, restore and protect local aquatic and terrestrial resources by improving the effectiveness of invasive species management, providing region-wide coordination for invasive species monitoring and management, and mitigating associated threats. The WNY PRISM region encompasses the 8 western-most counties of New York State.



The WNY PRISM Office was established in 2014 and quickly became the regional leader in invasive species management. WNY PRISM is funded by the Environmental Protection Fund through a contract with NYS Department of Environmental Conservation (DEC). WNY PRISM is hosted by the Great Lakes Center and is a sponsored program of the Research Foundation for SUNY Buffalo State University. For more information about WNY PRISM and our programming, please visit www.wnyprism.org.

Position Description

WNY PRISM is seeking a Terrestrial Invasive Species Program Manager (Program Manager) to lead the successful implementation of a suite of programs focused on terrestrial invasive species management, habitat restoration, and collaborative, partnership focused efforts. WNY PRISM works on high priority invasive species management projects involving prevention, early detection, assessment and rapid response, management and habitat restoration, and education. Projects involve multiple partners and represent the diversity of environmental interests and unique habitats found across the region.

The Program Manager will be responsible for the coordination and further development of WNY PRISM's terrestrial and early detection species management efforts, which involves a broad, and challenging scope of work. Primary responsibilities will include coordination of field operations such as invasive species surveys, site assessments, removal and habitat restoration, ensuring project data is both complete and accurate, coordinating regional collaborative efforts, and communicating WNY PRISM information through meetings, workshops and additional outreach activities. Core programs include WNY PRISM's Crew Assistance Program, where WNY PRISM assists partners with various management activities, and WNY PRISM's Early Detection and Response Program, which has WNY PRISM leading regional efforts to survey, monitor and remove priority early detection species. The Program Manager will produce program reports, manage and analyze data, manage stewardship equipment and inventory, and ensure all necessary permits, permissions and insurance documents are in place for stewardship activities. The Program Manager will also hire, train and supervise a Field Crew Leader and the WNY PRISM Crew.

A successful candidate will have excellent organization and communication skills (written and verbal), understanding of terrestrial invasive species ecology and management, experience with various management tools and equipment, a demonstrated ability to manage complex invasive species management projects, and the ability to effectively supervise seasonal staff. Candidates with a NYS Commercial Pesticide Applicator License (preferably in category 3A), or the ability to obtain a license within 6 months, are encouraged to apply. This position requires significant field work during the months of May – September. The Program Manager will report directly to WNY PRISM Coordinator.

Primary Responsibilities

- Coordinate WNY PRISM Terrestrial Invasive Species Program including Early Detection and Response, Crew Assistance Program.
 - Develop annual Crew Assistance Program request for proposals, review, prioritize and select projects, communicate with program partners and ensure successful completion of projects.
 - Implement early detection species surveys, site monitoring, rapid response and management efforts.
- Hire, train and supervise the WNY PRISM Field Crew Leader (March – October).
- Hire, train and supervise summer Invasive Species Management Assistants (3) and assist with additional WNY PRISM hiring efforts including development of job descriptions.
- Maintain detailed and organized records for all management activities including surveys, assessments, removal and restoration – ensure field data collection is complete and accurate.
- Lead development of data collection protocols, ensure use within WNY PRISM and encourage use among partners.
- Ensure all necessary permits, permissions, MOU's, and insurance documents are in place for stewardship activities.
- Maintain stewardship supplies and equipment, including tools, truck service, inventory, and related paperwork.
- Communicate and work with WNY PRISM partners, including NYS Invasive Species Program partners.
- Represent WNY PRISM at meetings and conferences including NYS Invasive Species Program efforts, communicate WNY PRISM achievements.
- Assist Coordinator with analysis of management efforts and data-driven prioritization.
- Provide quarterly reports on activities to supervisor and attend WNY PRISM staff meetings.
- Complete annual programmatic reports and provide to WNY PRISM Coordinator.

Additional Responsibilities

- Maintain communication and collaborate with Aquatic and Education Program Managers.
- Assist with education and outreach activities including volunteer workdays.
- Assist with WNY PRISM office operations including some administrative items.
- Assist with grant management and reporting.

Qualifications

- Bachelor's Degree required, Master's preferred (Ecology, Biology, Natural Resources or similar preferred).
- 4 or more years' relevant professional experience.
- Experience with use of herbicide - NYS Commercial Pesticide Applicator License (3A) or ability to obtain license within 6 months of start date.
- Knowledge of invasive species, invasive species ecology and management.
- Strong invasive species and plant identification skills.
- Experience with the use and maintenance of stewardship tools and equipment (i.e. herbicide sprayers, hand tools, brush cutters, chain saws, kayaks, vehicles).
- Experience with field data collection, including invasive species surveys, and data collection tools - experience with iMapInvasives tools strongly desired (i.e. IMMA).
- Experience with ArcGIS including associated tools (i.e. Field Maps, Survey123, ArcGIS Pro).
- Experience with data quality control, management and analysis.
- Basic First Aid or Wilderness First Aid training.
- Experience training, motivating and supervising staff.

- Working knowledge of Microsoft Office (word, excel, power point, access) and Adobe software.
- Strong, professional writing skills.
- Comfortable speaking in front of audiences on various topics.
- Excellent time management, interpersonal and communication skills.
- Valid Driver License.

Physical Requirements

Ability to work outdoors, ability to work in inclement weather, and ability to regularly lift 30-50 lbs.

Travel Requirements

Weekend and evening hours, as well as occasional overnight travel will be required. WNY PRISM has a single, shared work vehicle and use of a personal vehicle will be required when it is not available. Employee will be reimbursed for work related travel, when using a personal vehicle, at the federally approved rate, currently \$0.70 per mile.

Job Details

This is a full-time position (40 hours/week) with a salary of \$60,000.00/year. The Research Foundation offers a comprehensive benefits package, including health care and retirement, that is a valuable part of your total compensation. This position is based in Buffalo, NY.

To Apply

Please see full job description and apply online at: <https://www.rfhiring.com/jobs.asp>. Please provide cover letter, resume and 3 professional references as a single attachment. Please follow all application directions, failure to do so may disqualify you from the position. The deadline for applications is **Friday, September 26, 2025**. Questions about this position may be directed to Andrea Locke, WNY PRISM Coordinator, lockeas@buffalostate.edu. No phone calls, please.