

COORDINATOR POSITION DESCRIPTION WISCONSIN HEADWATERS INVASIVES PARTNERSHIP (WHIP)



JOB TITLE

Coordinator, Wisconsin Headwaters Invasives Partnership (WHIP)

BACKGROUND

The Wisconsin Headwaters Invasives Partnership, hereafter referred to as WHIP, is a Cooperative Invasive Species Management Area (CISMA) encompassing the Wisconsin Counties of Lincoln, Oneida and Vilas. This partnership consists of federal, tribal, state, county and local governments as well as non-government organizations. WHIP is overseen by a steering committee that establishes the priorities and goals for the partnership. Fiscal oversight of WHIP is provided by Lumberjack Resource Conservation & Development Council, Inc. (Lumberjack RC&D).

JOB SUMMARY

The WHIP Coordinator oversees invasive species management efforts throughout the three-county WHIP area, implementing goals set by the Steering Committee. This is accomplished through a multi-faceted approach including capacity building efforts, raising public awareness through education, invasive species monitoring and treatment, native habitat restoration, and grant writing/tracking. The WHIP Coordinator serves as the primary public representative of WHIP.

POSITION SCOPE

The coordinator position is funded through a variety of grants and contracts. The coordinator is responsible for tracking and recording WHIP's hours and expenses operating under various funding sources as well as seeking additional funding opportunities for sustaining the position and/or increasing the hours. All applications for funding must be authorized by WHIP's Executive Committee and approved by Lumberjack RC&D.

COORDINATOR DUTIES shall include but not limited to the following:

Program Coordination:

1. Provide a central point of contact for WHIP partners, supporting organizations, the public and other parties interested in the three-county invasive species initiative area.
2. Seek potential funding opportunities, report findings to the WHIP Steering Committee and prepare grant applications as authorized to sustain the organization, the coordinator position and to support WHIP projects, initiatives, and mission. In general, advance the ability of WHIP to provide its services.
3. Satisfy requirements (deliverables) of present and future funding sources.
4. Attend all meetings of the WHIP Steering Committee, record meeting minutes, and provide reports on all Coordinator activities.
5. Provide quarterly reports of activities to the Lumberjack RC&D Council. Attend Lumberjack RC&D quarterly council meetings if time and resources allow.

Invasive Species Monitoring & Control:

1. Within 60 days of hire, complete the online Wisconsin DATCP course to become a licensed pesticide/herbicide applicator for Right-of-Ways/Natural Areas.
2. Identify and coordinate projects that will maximize public educational opportunities and on-the-ground removal of invasive species (within the liability limitations established by WHIP's fiscal sponsor).
3. Conduct invasive species control and survey work.
4. Organizes and help train partners with field work.
5. Following removal of invasive species, plan and implement restoration efforts.

Public Education & Outreach:

1. Schedule, promote, and conduct programs to increase public awareness of invasive species within the WHIP area.
2. Solidify WHIP's position as a community resource that provides information and direction and empowers partners, organizations, volunteers, landowners and stakeholders by combining and coordinating resources.
3. Promote the WHIP group and seek new formal partners and/or project participants.
4. Maintain the WHIP website and social media sites.
5. Develop education and outreach materials, including quarterly newsletters, brochures, presentations, workshops, etc.

QUALIFICATIONS

1. Bachelor's or Associate's Degree in the field of natural resources or relevant experience including plant ID and proficient use of GPS and GIS systems.
2. Knowledge of invasive species impacts, management, and planning.
3. Grant writing experience preferred.
4. Excellent time management and organizational skills.
5. Self-motivation and the ability to work independently without daily supervision.
6. Good oral and written communications skills including public speaking.
7. Must be able to communicate and work well with a variety of people both one-on-one and in groups, including the public and WHIP partners.
8. Ability to effectively identify, organize and utilize available resources.
9. Preferred skills include proficient use of MS Office Suite, GPS, GIS mapping, plant identification, and media management.

EQUIPMENT/FACILITIES

Office space will be provided by Lumberjack RC&D Council in Rhinelander, Wisconsin. In addition, a designated WHIP laptop is available for the coordinator. Regular travel within the WHIP area is required. The candidate must possess a valid driver's license and adequate insurance as outlined in Lumberjack's Vehicle Use & Insurance Agreement. A work vehicle is available for checkout when travel is required. If the vehicle is not available, a personal vehicle that is adequately insured and available for work-related travel is also required. Travel expenses are reimbursed at the current federal rate. A cell phone may be required at times, and work-related phone expenses will be reimbursed.

SUPERVISION: Michele Sadauskas, WHIP Steering Committee Chair and Oneida County Conservationist; Tracy Beckman, Executive Director, Lumberjack RC&D.

WAGES/HOURS/BENEFITS

This is a W2 position subject to the terms of an employment contract that includes a starting wage of \$20/hour for up to 25 hours per week paid on a bi-weekly basis (26 pay periods per year.) This is a remote-based position but requires one in-office day per week. Work schedule is flexible and dependent on available projects & funding. Position is primarily grant funded, with ongoing funding secured by the coordinator and/or steering committee. Occasional weekend work will be required. Start date to be arranged on or after June 15, 2026. Benefits include 4 hours of paid vacation earned each pay period worked, not to exceed one full week of vacation (25 hours) per year. Employees are eligible to participate in Lumberjack's SIMPLE IRA retirement savings account matched up to 3% per pay period worked. This position does NOT include paid holidays, paid sick time or health, life, dental or vision insurance. Other terms, unless outlined in the employment contract, are subject to Lumberjack RC&D's personnel policy.

APPLY

Send as one PDF document in this order 1) cover letter, 2) resume, 3) three references, via email to tracybeckman@lumberjackrcd.org. Application deadline is May 29, 2026.