

# 2024 Invasive Plant Project Coordinator

## BRIEF JOB DESCRIPTION:

The Maine Department of Agriculture, Conservation, and Forestry (DACF) is looking to fill an invasive plant outreach coordinator position to work starting this spring on a 40-hour-per-week basis until completion of the project next fall or winter. The project involves educating plant sellers about invasive plants that may become hitchhikers in plant pots, root balls, or other horticultural materials and providing best management practices to prevent weeds in production, holding, display, or sales areas. The successful candidate will develop outreach and educational materials, plan, coordinate, and implement in-person and online workshops, and work with growers to solve invasive plant management issues. Work will be based in Augusta, Maine, with some opportunities for telework. Statewide travel is expected. This is a contract position at \$18/hr.

## KNOWLEDGE/SKILLS/ABILITIES:

- Education and Experience:
  - o Biology, horticulture, entomology, botany or related field.
  - o Priority will be given to candidates with knowledge or understanding of common plant production practices and invasive species management.
  - o Training or experience in plant identification and the use of dichotomous keys is a plus.
  - o A pesticide applicator license is preferred but not required.
- Computer Skills:
  - o Ability to use Microsoft Office applications including Word, Excel, Outlook, Teams, PowerPoint, and Publisher.
  - o Experience designing displays, posters, and other outreach materials.
- Communication Skills:
  - o Strong verbal and written communication skills.
  - o Experience presenting information one-on-one and to small or large groups.
  - o Experience creating written content for use in printed outreach materials and for newsletters and websites.
- Organizational Skills:
  - o Must be able to manage multiple priorities and switch back and forth between projects easily and work independently.
  - o Good time management and record-keeping abilities, including while in the field.
  - o Ability to stay organized between different work locations (field, lab, office, remote worksite).
- Field and Lab Skills:
  - o Comfort in field and laboratory conditions.
  - o Comfortable handling plants.
  - o Experience with use of a dissection microscope.

## MINIMUM QUALIFICATIONS:

Candidates must have a valid driver's license and be at least 18 years of age.

## TO APPLY:

Please email a cover letter and resume or C.V. to Gary Fish ([gary.fish@maine.gov](mailto:gary.fish@maine.gov)) For questions, please email or call Gary at 207-287-7545.

## APPLICATION DEADLINE:

Monday April 8, 2024

