

SOUTHWEST WEED MANAGEMENT

Con Fielding, Chairman

P.O. Box 762

McCook, NE 69001

308-340-4345 (cell)

Job Opening

SOUTHWEST WEED MANAGEMENT COORDINATOR

Southwest Weed Management is accepting applications for Coordinator. This is a part time position to coordinate activities relating to Southwest Weed Management. The position requires good leadership skills to coordinate work with the six County Weed District Superintendents, two Natural Resource Districts, Nebraska Dept. of Agriculture, Nebraska Environmental Trust, and other Federal, State and local agencies. Administration of grants, as well as reporting to the Board of Directors on the results is required. The Project Coordinator will support and help when requested by the County Weed Superintendents with the collection of undesirable vegetation data in the seven-county area consisting of the following counties: Chase, Dundy, Frontier, Hayes, Hitchcock, Perkins and Red Willow. The coordinator will also supervise contractors that have been selected to remove or treat undesirable vegetation. The coordinator will report to the Southwest Weed Management Chairman. Monthly and special meeting attendance is required, including a written report to update to the Board and request further Board action. Daily logs and expense requests require documentation. Conducting education and training in the seven counties along with other requests is part of the administrative requirements. Education and experience is required to be able to administer grants and communicate effectively with the Board and agencies. The Project Coordinator is expected to have strong computer skills, and mapping skills. Physical capabilities to include; being able to walk several miles in carrying out the duties.

GENERAL JOB DUTIES:

Under general direction of the Southwest Weed Management Board, the position will assist in the implementation of a wide variety of and management activities along the Republican River and its tributaries. These activities will include the planning and coordination of projects directed at the control of noxious weeds/invasive species, enhancement of native woodlands, consultation with landowners about the management of such on their properties, directing and supervising contractors performing work on the ground, assist in writing grants and securing funding for management projects, and provide information about Southwest Weed Management activities through informative meetings, media and news releases.

QUALIFICATIONS, KNOWLEDGE, SKILLS AND ABILITIES:

Applicants shall; 1) possess an understanding of natural resource management and conservation principles, goals and objectives; 2) possess plant identification skills and be able to identify noxious and invasive vegetation, as well as the knowledge to manage these species; 3) possess effective oral and written communication skills; 4) be able to work independently with little supervision; 5) possess good organizational skills and be able to maintain accurate records; 6) be able to work with a variety of staff, Board members, landowners, contractors, and governmental agencies.

**SOUTHWEST WEED MANAGEMENT
PROJECT COORDINATOR
11-7-2022**

The Project Coordinator (Coordinator) is the administrator responsible for carrying out the day to day and long-range planning activities of the organization at the direction of the Southwest Weed Management Board.

The Coordinator has the responsibility to communicate on a regular basis with the County Weed Superintendents, NE Department of Agriculture, MRNRD and URNRD, NE Environmental Trust, Bureau of Reclamation, Corps of Engineers, NE Game and Parks, NE Forest Service, landowners and contractors.

The Coordinator reports to the Chairman of the Board providing updates on programs and projects, budget status and potential issues.

The Coordinator reports on a regular basis (normally once a month or more often if specific direction or policy needs clarification) to the Chairman of the Board.

The Coordinator will be responsible for the organization's operating budgets including special projects that require separate budgets,

Be competent in identifying and educating public and officials about invasive species and how to better manage riparian areas.

Work with contractors, cooperators and landowners on projects that have been approved.

Be competent in computer technology including Microsoft Office (Word, Excel, PowerPoint, etc.) County Assessors GIS programs.

Be prepared to present information to the public relating to SWWM's purpose and to educate landowners, county, state, federal and other organizations as to how best to implement the goals and objectives that have been established by the board.

The Coordinator is active in promoting public relations by submitting press releases, publication articles, radio and other media outlets regarding SWWM projects and opportunities for landowners to participate.

The Coordinator position may be a temporary as the position is contingent upon the procurement of funding from grants, cooperating groups, outside agencies or combinations thereof.

Coordinates with the following:

1. Nebraska Environment Trust
2. County Weed Superintendents
3. MRNRD and URNRD
4. NE Game & Parks
5. NE Forest Service
6. Bureau of Reclamation
7. Corp of Engineers
8. Twin Valley Weed Management
9. Other agencies and news media

Duties

1. Supervising grant projects.
 - a. Reporting, documenting, and recommending changes to the Board Chairman for approval.
 - b. Schedule project activities.
2. Responsible for submitting grant applications.
3. Report on a regular basis budget status.
4. Coordinate projects and contracts when appropriate with Weed Superintendents and contractors
 - a. Work with the Weed Superintendents in organizing landowner agreements.
5. Report project activities to other agencies as needed.
6. Make sure all project permits and regulations are in place as required.
7. Maintaining and monitoring project plans, project schedules, work hours, budgets, and expenditures.
8. Organizing, attending, and participating in stakeholder meetings.
9. Documenting and following up on important actions and decisions from meetings.
10. Preparing necessary presentation materials for meetings.
11. Ensuring project deadlines are met.
12. Determining project changes.
13. Undertaking project tasks as required.
14. Developing project strategies.
15. Ensuring projects adhere to frameworks and all documentation is maintained appropriately for each project.
16. Assess project risks and issues and provide solutions where applicable.
17. Ensure stakeholder views are managed towards the best solution.
18. Other duties as assigned by the Chairman.

Applications must be received **by February 21, 2023**

Send to: Con Fielding, SWWM Chairman
P.O. Box 762
McCook, NE 69001

OR

Email to: Con Fielding, SWWM Chairman confielding@gmail.com