

Education and Prevention Manager - Job Description

The Education and Prevention (E&P) Manager oversees the day-to-day activities of NAISMA's education and prevention programs. The E&P Manager will direct the execution of the professional development and educational programming for NAISMA. This includes InvasivesU, Webinars, Summits and supporting the professional development committee that contributes to this work. This position also directs the prevention aspect of NAISMA mission including the PlayCleanGo program, the Weed Free Products program, and supporting the PlayCleanGo/Weed Free Products committees that contribute to this work. This position frequently communicates with partners across the landscape to build relationships and further programmatic and organizational goals. In addition to program management, this position is responsible for customer service, marketing, communications, grant writing, reporting, and managing grant projects. This position reports to the Executive Director.

Job Type: Full-time, Permanent

Salary: \$45,000- \$50,000

Benefits: Limited flex benefit plan to cover eligible non-taxable reimbursements, flexible schedule

Work Location: Remote

Schedule: Flexible; Monday-Friday with some weekend work. Limited travel.

Education: BS / BA in environmental management, conservation biology, or a related field and / or experience managing invasive species programs is required. MS/MA is a plus. Preferred 3-year minimum experience as a Program Manager of a State, Regional or National Program. Experience with invasive species prevention, management and outreach is a plus.

Responsibilities:

- Education: Manage all aspects of NAISMA programming to support InvasivesU, monthly webinar series, summits, and other opportunities as they develop.
- Prevention: Manage current programs including the PlayCleanGo and Weed Free Products programs. Ensuring these programs are functioning and that strategic goals are being met along with grant deliverables is high priority. Working with team members in marketing, government relations/advocacy, and leadership will be required.
- Grant writing and management: Ensure timely delivery of high quality grant deliverables, prepare grant reports, and write or contribute to new grant proposals and applications.
- Maintain accurate information on the NAISMA and PlayCleanGo websites and social media
- Participate in and come prepared to NAISMA team meetings and committee meetings
- Develop reports or presentations for the NAISMA board or leadership team
- Organize, lead, and evaluate program activities including outreach, partner recruitment, media and graphic design development, and committee work
- Identify ways to improve team coordination, efficiency, and program outcomes
- Annual Meeting: Co-lead the agenda development and CEC's for the annual conference. Table for NAISMA/PlayCleanGo.

Deliverables:

Education Program

- Manage InvasivesU, the online, asynchronous learning library which currently includes the Certified Weed Free Products Inspector Certification Short Course, NAISMA Mapping Standards Short Course, the Foundations of Invasive Species Management Certification Course, and the Terrestrial Invasive Plant Management Certification Course. Course offerings will expand in 2023 to include the Classical Biocontrol 101 Short Course.
- Manage and facilitate the NAISMA monthly webinar series. This includes identifying topics and speakers with guidance from the professional development committee and processing the webinars after they have been completed.
- Provide support to committees leading the EDDMapS and Biocontrol Summits.
- Provide support for the Professional Development Committee, including preparing quarterly meeting agendas, taking committee notes, facilitating meetings, and following up on tasks.

Prevention Program

- Manage the PlayCleanGo program: All aspects including events, travel, marketing, PlayCleanGo Awareness week, contractor projects, and committee management.
 - Oversee the boot brush station implementation on DOI properties per the USFWS Prevention Grant.
 - Lead the completion of the APHIS PPA PCG Grants.
- Manage the Weed Free Products (WFP) program. All aspects including the online inspector certification course, MOU's, and petitions/additions to the standards. This position will work closely with the Program Assistant and the WFP committee committee.
 - Assist the WFP Market Research Study, development of the WFP online database, development of the WFP toolkit, and the implementation of the WFP marketing and communications per the USFWS Prevention Grant.

Grant Management

- Research, apply, report, complete tasks, and manage grants related to education and prevention.

Organizational Contributions

- Provide member support and customer service, as needed.
- Participate in staff/contractor meetings, committee meetings, and Board meetings.
- Promote NAISMA by giving presentations at meetings, webinars, or conferences.
- Develop communications and marketing materials.
- Additional organization support, if time allows.

Submit a cover letter and resume to director@naisma.org. Applications will be accepted until June 30th, 2023.