

EMPLOYMENT OPPORTUNITY

Job Title: Ontario Invasive Plant Council Coordinator

Application Deadline: May 27, 2008 at 5:00 p.m. Location: Flexible, opportunity to work from home.
Coordinator would preferably be based in southcentral Ontario.

Start Date: Late June (anticipated) Duration: Initially 10 months with opportunity for annual 12 month extension

Number of Positions: 1 Rate of Pay: Salary commensurate with qualifications and experience

The *Ontario Federation of Anglers and Hunters, on behalf of the Ontario Invasive Plant Council (OIPC)* is currently searching for a hard working motivated individual to lead the coordination of the activities of the OIPC. This position will require knowledge and understanding of invasive plant species' biology, impacts, prevention, control and management. Candidates will require excellent organizational, communications and interpersonal skills to work with a wide range of individuals from government, First Nations, non-governmental organizations, industry, and academic institutions. The coordinator will work with the public, volunteers and community groups to educate and engage their participation and involvement in outreach, monitoring, control and prevention activities. The coordinator will be responsible for providing support to the OIPC including coordinating executive and committee meetings as well as the annual general meeting. The coordinator will also be responsible for managing projects from start to finish, budget management, developing funding proposals, project implementation, and final reporting.

Please outline in a detailed cover letter how your experience meets the following skills and qualifications;

- Post-secondary degree/diploma in biology, environmental science, or fish and wildlife related discipline;
- Excellent organizational and time management skills;
- Some experience in invasive species management, control, or outreach would be an asset;
- Proven ability to work independently and with a minimum of supervision;
- Provide support for council meetings and committee activities relating to invasive species' communications, policy, research and control;
- Organize OIPC annual general meeting;
- Ability to work with a variety of organizations and agencies including: government, non-government, academia, industry and First Nations;
- Excellent interpersonal and oral skills;
- Proven experience in successful fund-raising and development of a sustainability plan;
- Excellent written and communication skills;
- Comfortable interacting with and speaking before the public, colleagues and peers;
- Capable of conducting occasional field work ;
- Proficient with MS Word, MS Outlook, and Powerpoint
- Valid driver's license;

Please forward a resume and cover letter to the attention of: Interim Board of the Ontario Invasive Plant Council c/o Ontario Federation of Anglers and Hunters, Box 2800 Peterborough, Ontario K9J 8L5. All applications should be sent by email ONLY to jobs_oipc@ofah.org. The deadline for applications is May 27, 2008 at 5:00 p.m. Interviews will be held in mid June. Only those candidates selected for an interview will be contacted.

The Ontario Invasive Plant Council is a coalition of non-governmental organizations, government agencies, academic institutions, First Nations, and industry working together to address the threat of invasive plants in Ontario. For more information about the OIPC visit:

<http://www.stewardshipcentre.on.ca/stewardshipCanada/home/si.asp?s=scnON&l=en&dc=5114>