



POSITION DESCRIPTION  
Invasive Species Technician  
Native American Fish and Wildlife Society  
REMOTE POSITION

## INTRODUCTION

The Invasive Species Technician of the Native American Fish and Wildlife Society (NAFWS) will serve under the guidance and supervision of the Invasive Species Coordinator. The Technician is responsible for implementing the Invasive Species Program with concentration on Early Detection and Rapid Response (EDRR) by engaging with Tribes that have expressed invasive species concerns. The technician will be responsible for providing technical assistance to the NAFWS members and member Tribes with an emphasis on long-term invasive species (aquatic, terrestrial plant and/or animal) management. Additional duties will include educational outreach activities that are invasive species based. This is a full-time term position, not to exceed 3 years with a possibility of extension with further funding.

The Technician will be responsible for conducting business in a manner that coincides with the Articles of Incorporation, Strategic Plan, Code of Ethics and other regulations, policies, and procedures.

The Technician will frequently be involved in situations that are very complex and highly sensitive and is expected to always conduct themselves in a professional manner, and to seek guidance and direction on issues from the Invasive Species Coordinator.

## DUTIES

Primary duties include:

- Engage Tribes for input on invasive species concerns.
- Provide proper species identification with particular emphasis on invasives; as well as conduct preliminary assessment work related to invasive species controls.
- Focus on supporting projects that involve the protection of tribal significant species.
- Review tribal programs' survey, management, and monitoring of invasive species, but may also include site restoration and monitoring, database management, project planning, and outreach.
- Plan, organize and participate in technical activities for multiple invasive projects and programs, estimate equipment, materials, and manpower costs; establish schedules and priorities and evaluate equipment and materials for adequacy, availability, and serviceability.
- Assist in work related to the control of invasive species in natural areas throughout the Nation. Assist in implementing various control measures as part of a comprehensive tribal invasive species management program to control and manage invasive species.
- Provide Early Detection and Rapid Response (EDRR) Trainings for Tribes and assistance for fieldwork as determined in planning.
- Provide input and training opportunities for regional and national NAFWS conferences, as well as other workshops, webinars, and training as scheduled.
- Provide supplemental support for NAFWS staff as needed.
- Participates in outreach and education efforts to inform on the impacts of invasive species, including the NAFWS Youth Program.
- Perform other related duties as assigned by the Invasive Species Coordinator.

## FACTORS

- Bachelor's degree in wildlife, biological sciences, environmental, or natural resources, or related field, with an emphasis on invasive species from an accredited college or university and/or experience equivalent.
- Specialized knowledge: knowledge in invasive species (aquatic, terrestrial plant and/or animal), experience in data collection, and knowledge in scientific invasive species control methods.
- Effective communication skills. The applicant must demonstrate the ability to communicate both orally and in writing.
- Proficient in Microsoft Office software; including Word, Excel, PowerPoint and Publisher.
- Must be able to work well independently and with others.
- Pre-requisite to receiving employment preference. An applicant shall only receive the employment preference(s) if they demonstrate they possess the education and experience qualification set forth.

#### SUPERVISION

- The applicant is under the direct supervision of the Invasive Species Coordinator.

#### COMPLEXITY

- Applicant's tasks involve working with and through many different groups with a wide diversity of interests to achieve the overall mission and goals of the NAFWS.
- Applicant must be able to work effectively with the NAFWS staff and membership and assist them with issues or concerns.
- All duties and actions of the applicant must be carried out in a manner that maintains harmonious working relations with the various interest groups.

#### PERSONAL CONTACTS

- Internal contact with NAFWS membership, staff, and Board of Directors occurs on a regular basis. Other contacts with various Tribal, federal, and state agencies will be on a frequent basis.

#### PHYSICAL DEMANDS

- This position may require a significant amount of travel which can be demanding. Most of the work time will be spent in an office environment and includes standard demands associated with this setting. Minimal lifting of office equipment supplies, and other work office environment items may be required. A minimum of 50 pounds may be required to be lifted. The incumbent must demonstrate flexibility and self-motivation. The incumbent must be able to perform physical activities associated with fisheries and wildlife fieldwork activities. Field work could require walking for distances on natural terrain, standing for long periods, carrying a daypack of up to 50 pounds, and working in natural weather situations, including extreme hot, cold, or wet conditions.

#### WORK ENVIRONMENT

- This position includes primarily an office setting with some field work required that would include walking and hiking, sometimes in adverse conditions. Field work usually consists of travel (up to 25%) to various regions or metropolitan areas for meetings and presentations.

#### EMPLOYMENT REQUIREMENTS

The Native American Fish and Wildlife Society is an Equal Opportunity Employer and does not discriminate in any personnel practice. As provided in federal law, the NAFWS does provide employment preferences for Native Americans and veterans of the U.S. Armed Services.

Incumbent will be subject to a pre-employment background check and reference checks. Must possess a valid Driver's license.

Will be required to serve a 90-day probation period.

APPLICATION

Closing Date: October 20, 2023

To apply, submit a resume, cover letter, 3 professional references, BIA Form 4432 (if claiming Indian Preference) and transcripts to: Mitzi Reed at [MReed@nafws.org](mailto:MReed@nafws.org).

NAFWS is an Equal Opportunity Employer. Employment opportunities at NAFWS are based upon one's qualifications and capabilities to perform the essential functions of a particular job. As provided in federal law, the NAFWS does provide employment preferences for Native Americans and veterans of U.S. Armed Services. All employment opportunities are provided without regard to race, religion, sex (including sexual orientation and transgender status), pregnancy, childbirth or related medical conditions, national origin, age, disability, genetic information, and any other characteristic protected by law.