The Invasive Plant Association of Wisconsin is hiring a Program Assistant!

JOB TITLE: Program Assistant  
JOB LOCATION: Flexible; anywhere in Wisconsin (with some travel required)  
CLOSING DATE: March 6th, 2020  
EMPLOYMENT TERM: Part-time (approximately 10-30 hours/week)

The Invasive Plants Association of Wisconsin (IPAW) is a nonprofit membership-based organization whose mission is to promote better stewardship of the natural resources of Wisconsin by advancing the understanding of invasive plants, preventing their introduction, and encouraging the control of their spread. IPAW achieves its mission by (1) organizing trainings, field days and hands-on workshops to teach about invasive plants, (2) being an advocate of Wisconsin Cooperative Invasive Species Management Areas (CISMAs), who manage invasive species issues on a local level, (3) Networking with decision makers on invasive species concerns, (4) Co-hosting the Upper Midwest Invasive Species Conference (UMISC), and (5) Educating folks about invasive plant issues through our website, listserve, newsletters, garden shows, symposiums and social media.

JOB DESCRIPTION:  
Primary duties of the IPAW Program Assistant involves working directly with IPAW President and Board of Directors to fulfill the mission of the organization. In cooperation with the Board, the Program Assistant is responsible for all aspects of accounting and administrative work including tracking income and expenditures, organizational records, and managing memberships, organizing meetings and events. This also includes organizing volunteers for IPAW outreach events (i.e. Garden Expo, Farm Technology Days) and developing and managing all aspects of social media including updating and maintaining the IPAW website and Facebook page, compiling quarterly newsletter, and email listserv. Base of operation was previously located primary out of Madison, WI (please specify your preferred work location when applying), with occasional travel throughout the state. However, it is expected that the individual work remotely. Work hours fluctuate depending on season/activities.

SKILLS DESIRED:  
- Knowledge of invasive species and land management issues  
- Ability to engage effectively with members of the public  
- Experience with website development/maintenance (WordPress) and/or social media  
- Accounting; annual budget, bank accounts, tax information  
- Excellent oral and written communication skills  
- Willingness to travel and work occasional weekends

Applicants must possess a valid driver’s license and be willing to work remotely.

TO APPLY:  
Please send a cover letter and resume to khagenow@tnc.org  
Position is expected to start April 1, 2020  
Compensation: $13.00-$16.00/hour