

<b>Job Title:</b>	<b>Invasive Species Program Coordinator</b>	<b>Posting Expires:</b>	Open Until Filled
<b>Location:</b>	Rensselaer, IN	<b>Position Type:</b>	Full-Time 1-year contract
<b>HR Contact:</b>	Jim Martin, Chair	<b>Date Posted:</b>	February 3, 2026
<b>Email and Mail Submission: Include application, cover letter, and resume.</b>			
<b>EMAIL:</b> PLEASE SEND COVER LETTER AND RESUME TO:  <b>jcweedcontrolboard@gmail.com</b> <b>Subject Line: Invasives Program Coordinator Job Opening</b>		<b>MAIL:</b>  Jasper County Weed Control Board c/o Jasper County Soil & Water Conservation District 211 East Drexel Parkway Rensselaer, IN 47978	
<b>Job Description</b>			
<p>The Jasper County (Indiana) Weed Control Board, in conjunction with the Soil and Water Conservation District, is seeking a qualified individual to coordinate countywide efforts to prevent, manage, and restore areas impacted by invasive species and noxious weeds. This position provides leadership in coordinating efforts of the Weed Control Board, other local partners, and citizens through public outreach and education, digital communication, and field-based activities related to invasive and noxious weed management.</p> <p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Develop a new program that establishes and coordinates efforts with local partners to identify and eradicate noxious and invasive weeds in Jasper County</li> <li>• Develop and coordinate a public outreach campaign on invasive species</li> <li>• Communicate with and coordinate outside service providers, vendors, contractors, and partner organizations, including assisting with contracting and service arrangements in accordance with Jasper County ordinances and Indiana Code 15-16-17-13 for the Weed Control Board</li> <li>• Maintain and support digital communications, including social media and electronic correspondence</li> <li>• Prepare and distribute informational materials for community members and stakeholders</li> <li>• Communicate professionally with the local leaders, general public, landowners, and partner agencies to support program goals</li> <li>• Plan, coordinate, and execute field activities, including site visits, events, or educational demonstrations</li> <li>• Provide general administrative and program support to the Weed Control Board</li> </ul> <p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• High school diploma minimum, with a Bachelor's degree preferred</li> <li>• Demonstrated skills and experience in public speaking and outreach program development</li> <li>• Knowledge and experience in agriculture, natural resources, and/or invasive species management</li> <li>• Strong written, verbal, and social media communication skills</li> <li>• Experience with grant writing (preferred)</li> <li>• Demonstrated ability to interact professionally with the public and to build effective working relationships</li> <li>• Ability to work independently and collaboratively</li> <li>• Proficiency in basic computer applications, including social media and standard office software</li> <li>• Willingness and ability to travel and to perform occasional outdoor field work in Jasper County</li> <li>• Valid driver's license and ability to pass a federal background check</li> </ul>			

**ADDITIONAL NOTES**

- Salary range \$50,000 - \$55,000, depending on education and experience
- Reports to the Jasper County Weed Board Chairman
- This is a one-year position and does not provide benefits
- Additional funds will be sought for a continuation of this position
- Office space will be in the SWCD office and includes technical and administrative support
- County vehicle and travel expenses provided

Approved By:

Jim Martin, Chair

Date:

2/3/2026