



Cal-IPC

Training Program Specialist

California Invasive Plant Council

Berkeley, CA

Position: Full-time through December 2011 with extension pending additional funding
Salary: \$30-\$45k plus benefits, commensurate with experience
Education: Bachelor's degree
Location: Berkeley, CA
Reports to: Training Program Manager & Outreach Program Manager
Posted: June 15, 2010
Start Date: August 1, 2010 (or earlier if available). Review of applications will begin July 15.

Overview:

The California Invasive Plant Council (Cal-IPC) is a nonprofit organization working to protect California's wildlands from invasive plants through research, restoration, and education. We serve a statewide membership of 1,000 land managers, researchers, students, and concerned citizens. Along with an annual conference and field courses throughout the year, we maintain programs focused on the science and policy of addressing invasive plants.

Please see www.cal-ipc.org for more information about our mission and programs.

Position Purpose:

Assist Training Program Manager and Outreach Program Manager in the development of a statewide training program on invasive plant management. Includes working with staff and contractors to research certification programs, help hold trainings, identify new audiences and contacts, and develop relationships with diverse trainee audiences.

Duties:

- Assist with standardization of existing curriculum materials for a series of one-day courses on a range of invasive plant management topics, including presentations, speakers' notes, and activities
- Coordinate expert instructors, assist in planning instructor retreat
- Assist in developing new deliveries and formats, including webinars and online videos
- Assist in cultivating relationships with new trainee audiences, integrating wildland weed management principles into best management practices for related land management professionals
- Assist in designing trainings for those moving into weed management from other professions, developing an employee directory, and help hold trainings

Qualifications:

This position requires initiative and creativity to assist in developing a new program with significant deliverables. Applicants must have:

- Interest in California geography and ecosystems
- Positive attitude
- Proficiency with Microsoft Office applications, internet and e-mail
- Attention to detail, highly organized, friendly professional manner, customer service oriented
- Strong communication and writing skills
- Flexibility to take on diverse assignments as needed

Additional desired qualifications include:

- Experience in natural resource management, specifically invasive plant biology, management, mapping, revegetation, and land management program design
- Experience with training programs, including curriculum development, event planning, trainer recruitment, and marketing
- Experience coordinating events
- Experience with marketing & design layout for educational materials
- Website editing experience
- Familiarity with the range of organizations involved in natural resource management (ideally in California), and ability to develop productive partnerships with a broad range of communities
- Experience with online and multi-media training formats
- Proficiency with Adobe applications (Photoshop, InDesign, Acrobat, Connect Pro)

Benefits:

Cal-IPC offers a competitive benefits package, including health insurance and a retirement savings plan.

How to Apply:

Cal-IPC is an equal opportunity employer and diversity is a core value. Send cover letter, resume, writing sample and list of 3 references to jobs@cal-ipc.org with subject line of "Training Program Specialist".