



Connecting People with Nature since 1920

600 Ramapo Valley Road • Mahwah, NJ 07430 • T 201.512.9348 • F 201.512.9012 • www.nynjtc.org

Terrestrial Invasive Species Program Coordinator

Reports to: Director of Land Stewardship

FLSA: Exempt

Application deadline: 09/04/2026

Start date: Estimated 10/7/2026 – 10/14/2026

Salary: \$50,000 - \$60,000 per year

Experience: 1 – 3 years

Organization & Program Overview

The New York-New Jersey Trail Conference is a volunteer-powered nonprofit dedicated to caring for public lands and trails and helping people responsibly enjoy the outdoors. The Trail Conference is also the lead coordinating organization for the Lower Hudson Partnership for Regional Invasive Species Management (LH PRISM, <https://lhprism.org>), a coalition of 60+ environmental organizations, engaged community members and other stakeholders dedicated to invasive species prevention, detection, education, and habitat restoration in the Lower Hudson region of New York State.

The Terrestrial Invasive Species Program Coordinator will plan, oversee, and implement the terrestrial invasive species management-focused programs of the LH PRISM. This work will also strategically align with the mission of the Trail Conference's Stewardship Department to protect the ecological integrity of natural areas surrounding the region's trails through strategic habitat restoration, education and outreach initiatives.

Position Summary

The Terrestrial Invasive Species Program Coordinator leads implementation of the New York-New Jersey Trail Conference's terrestrial invasive species management and restoration initiatives in support of the Lower Hudson Partnership for Regional Invasive Species Management (LH PRISM)'s [Strategic Plan](#). The Coordinator develops annual work plans and establishes management priorities to guide regional efforts to detect, manage, and restore high-priority invasive species populations and priority natural areas through planning, environmental permitting, partnership coordination, field operations, and data-driven decision making.

Duties and Responsibilities

- Build and maintain collaborative relationships with LH PRISM partners and stakeholders including state and federal agencies, municipalities, conservation organizations, private landowners, and volunteers to advance regional ecosystem health objectives
- Align invasive species distribution and impact assessments with best management practices and regional priorities to guide strategic prevention and management decisions
- Identify, plan, and implement management of regionally high-priority terrestrial invasive species populations through surveying, mapping, integrated pest management, monitoring, and post-treatment restoration work
- Solicit, evaluate, prioritize, and select invasive species management and restoration projects in collaboration with regional partners and the public
- Obtain environmental permits and Certificates of Insurance, ensure regulatory compliance, and coordinate landowner permissions and property access in accordance with state and federal law

- Recruit, hire, train, mentor, schedule, and supervise seasonal staff, including the Invasives Strike Force and other seasonal employees, interns, and volunteers
- Maintain high standards for data collection, quality assurance, management, analysis, and reporting using ArcGIS Pro, ArcGIS Online, Field Maps, Microsoft Excel, iMapInvasives, and other database platforms
- Prepare and submit technical reports, grant deliverables, annual summaries, and partner updates documenting project accomplishments and outcomes
- Oversee all aspects of pesticide operations, including apprentice training, licensing compliance, equipment maintenance, storage, transportation, application records, and reporting
- Manage procurement, inventory, and maintenance of field equipment and supplies while adhering to program budgets
- Represent the Trail Conference at Lower Hudson PRISM meetings and participate in regional committees and meetings
- Create and deliver presentations and workshops to help with partner relationship building, volunteer recruitment and community engagement

Desired Qualifications

- BA/BS in science-related field and 1-year related experience in ecological land management or high school diploma and 5-year related experience in ecological land management
- Strong preference to have experience planning and executing active restoration projects
- Strong preference for holding a current New York Pesticide Applicator license or to be licensed and reside in a state which has a reciprocal agreement with New York (NJ, PA, OH, VT, RI, CT, or IN). Applicants with New York Technician license, or with experience applying pesticides and ability to obtain New York Technician license within 3 months of being hired, will be considered
- Strong project management and organizational skills
- Demonstrated knowledge of northeastern flora and invasive species relevant to this region
- Experience obtaining environmental permits, or working within environmental regulations
- Experience planning, coordinating, and implementing ecological habitat management projects using integrated pest management principles
- Ability to prioritize multiple concurrent projects and deadlines involving multiple landowners and partner organizations
- Experience supervising crews performing outdoor ecological restoration or natural resource management work
- Ability to hike 4 miles carrying up to 40 pounds of equipment over uneven or steep terrain
- Superior writing skills (writing sample required)
- Work well both in a small team setting and independently
- Experience using ArcGIS software (ArcGIS Pro, ArcGIS Online, and Field Maps) for field data collection, mapping, spatial analysis, and data management
- Experience organizing, analyzing, and managing data sets, especially using Microsoft Excel
- Must hold and maintain a valid driver's license and have reliable access to a personal vehicle for work-related travel (on the job travel expenses reimbursed)

Supervision and Work Environment

Based in Mahwah, New Jersey, the Terrestrial Invasive Species Program Coordinator reports directly to the Director of Land Stewardship and regularly coordinates with the Stewardship Communications Coordinator and the Conservation Corps Manager.

The position requires nearly daily travel to and from field sites throughout the Lower Hudson Valley during the main field season (May-October). Some of these trips may be in employee's personal vehicle but a rental van or truck will be used to travel to and from sites where pesticide treatment is part of the workday's field plan. Rental expenses are covered by the Trail Conference and driving expenses are reimbursed at the current federal mileage rate, as guided by the Trail Conference's travel reimbursement policy. Currently our travel policy allows for an additional modest travel stipend for field staff for April – November in addition to the mileage reimbursement.

Once per week work at Trail Conference headquarters is required, In line with the organization's Hybrid Work Policy this position allows some days of home office work and is at the discretion of management.

Compensation & Benefits

The salary range is \$50,000 - \$60,000 per year commensurate with experience. Benefits include employer-subsidized health care, matching 403(b), complimentary membership, 18+ paid vacation days, 9 paid sick days, and 12 paid holidays annually.

Application

To apply, email a professional resume, a cover letter addressing your interest and qualifications, and contact information for three references to jobs@nynjtc.org (start file names with your last name). Subject line: "Terrestrial Invasive Species Program Coordinator: Your Last Name." All materials are kept confidential.

This position is open until filled; interviews begin immediately. No calls, please.

Equal Opportunity

The Trail Conference believes that the joys of nature belong to everyone. We pledge to uphold equality in our hiring and employment practices and to create an environment where everyone, from any background, can do their best work.

The New York-New Jersey Trail Conference is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, creed, color, national origin, nationality, ancestry, age, sex/gender (including pregnancy), affectional or sexual orientation, gender identity or expression, marital status, civil union status, domestic partnership status, familial status, religion, disability, or veteran status. All employment is decided on the basis of qualifications, merit, and business need.

Learn more about the Trail Conference at nynjtc.org/about-us.