



Feb 18, 2015

## **Announcement: Coordinator Position Now Open!**

**Are you passionate about protecting the resources and economy of one of the nation's most diverse and scenic states from the threat of invasive species?** The Oregon Invasive Species Council (OISC), created in Oregon statute in 2001, is seeking a contractor to fill the prominent position of OISC Coordinator. Primary duties include:

- Coordinate existing programs, foster collaboration and facilitate dialogue of invasive species prevention and control among a diverse assemblage of agencies, NGOs, industry groups and policy makers.
- Organize and facilitate OISC meetings (3 per year) and major meetings of Council subcommittees, annual award ceremony and a Statewide Summit on Invasive Species attended by Oregon policy makers.
- Produce OISC products, such as *The Top 100 Worst Invasive Species for Oregon*;; the annual invasive species work plan for OISC; legislative reports, meeting notes, press releases, and outreach notices; and maintain the Council website, blog and social media accounts ([www.oregoninvasivespeciescouncil.org](http://www.oregoninvasivespeciescouncil.org))
- Assist the Chair and Council members with grant writing and serve as the point of contact for OISC business with the press, the Oregon Legislature and the Governor's office.
- Coordinate with invasive species councils from neighboring states and the National Invasive Species Council.

The OISC Coordinator is a contract position housed within the Oregon Department of Agriculture with a maximum monthly compensation of \$6,250 plus compensation for approved travel expenses. **Funding is in place for the current biennium ending in June. The Governor's budget for 2015-2017 fully funds this position, pending approval by the Oregon State Legislature.** Contract renewal is automatic given satisfactory performance.

### **How to complete a bid:**

1. Visit <http://orpin.oregon.gov>
2. Sign in, or select "Supplier Registration" if new user
3. Search for RFP #603-1393-15 or "browse opportunities" under Oregon Dept. of Ag.
4. Follow directions to apply.

**Deadline to Apply is :  
2:00 PT, March 20, 2015**

Questions?  
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