



TRIBAL PERSONNEL DEPARTMENT

**JOB ANNOUNCEMENT**

**JOB TITLE:** **Invasive Species Coordinator**  
**SUPERVISOR:** Habitat Manager  
**LOCATION:** LDF Tribal Natural Resource Department  
**POST DATE:** **March 10, 2026**  
**CLOSING DATE:** **March 24, 2026**

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**General Description:** The primary responsibility of this position is to protect, enhance, and restore water and land resources for the benefit of the Lac du Flambeau Tribe, by providing aquatic and terrestrial invasive species program development, IS coordinator, and management, public outreach and engagement, oversee IS team(s), monitor, planning, policy, regulation and science services to the Tribe.

**Qualifications:** B.S. required in one of the following areas: Botany, Biology, Water Resources, Ecology, or other natural resources related field and a minimum of one year in related work. In lieu of education, minimum of three years of experience in the following: Invasive Species management, activities such as removal activities, marking and reporting, education and outreach, IS monitoring and early detections, IS rapid response, or other related work.

**Salary: \$25.00-\$28.00, negotiable depending on experience.**

**How to Apply:** Submit your application for employment, and notarized release of information form by the deadline. Applications and detailed job descriptions can be located on our website [www.ldftribe.com](http://www.ldftribe.com) or are available at the William Wildcat Tribal Center in the Human Resources Department. Please submit your application materials to:

Human Resources Department  
P.O. Box 67  
Lac du Flambeau, WI 54538  
715-588-3303  
Email: [hr@ldftribe.com](mailto:hr@ldftribe.com)

Native American preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, subsection 273 & 274. We are an equal opportunity employer with preference given to qualified Native American applicants in accordance with federal law and tribal policy.

**Lac du Flambeau Band of Lake Superior Chippewa Indians  
Nonexempt Position Description**

**A. TITLE OF POSITION:** Invasive Species Coordinator

**B. DEPARTMENT:** LDF Tribal Natural Resource Department

**C. SUPERVISOR'S TITLE:** Habitat Manager

**D. DESCRIPTION OF DUTIES:** The primary responsibility of the Invasive Special (IS) Coordinator is to protect, enhance, and restore water and land resources for the benefit of the Lac du Flambeau Tribe, by providing aquatic and terrestrial invasive species program development, IS coordination, and management, public outreach and engagement, oversee IS team(s), monitoring, planning, policy, regulation, and science services to the Tribe. Specific responsibilities include but are not limited to the following:

1. Invasive Species Program development and implementation.
2. Serve as the point of contact for any IS related concerns.
3. Coordinate any IS monitoring, assessments, control, and restoration activities. Specific projects include but not limited to White Sand Lake-Eurasian Watermilfoil project.
4. Provide IS related education materials to public and other interested agencies.
5. Update and implement current Natural Resource IS Response Plans and specific IS action plans for targeted AIS/TIS species.
6. Conduct, develop, and implement assessments of all Tribal waters/lands for any current or unknown IS populations within the exterior boundaries of the Reservation.
7. Create an inventory map of all IS populations within the exterior boundaries of the reservation.
8. Maintain and build knowledge of current monitoring and restoration strategies including invasive species control methods and monitoring techniques. Write interpretive reports of IS studies and prepare information in the form of maps, charts, or graphs, for the inclusion in reports.
9. Apply for and manage IS related grants from various agencies including but not limited to EPA, NRCS, USFWS, BIA, etc.
10. Provide comments to assist with National Environmental Policy Act (NEPA) Tribal Land Use Permit "LUA" reviews of prospective tribal developments.
11. Work with contractors and tribal program managers to ensure development projects minimize their IS impacts by implementing best management practices.
12. Train and work with interested members of the public.
13. Supervising IS Technician(s) and other seasonal crew members.
14. Write quarterly reports to various funding agencies.
15. Serve on committees with goals of protecting water/land from IS.
16. Boat IS removal/cleaning during tribal spearing harvest.
17. Maintain IS database.
18. Analyze data to assess trends and strategy effectiveness.

19. Participate in events and meetings that promote community outreach and education in conjunction with LDF Outdoor Ed.
20. Attend necessary technical training sponsored by EPA, USFS, USFWS, NAFWS, BIA, US, ACE, NRCS, Universities, etc.
21. Provide IS related comments on projects, management plans, and other projects that may impact tribal treaty resources outside the exterior boundaries of the reservation.
22. Assist other Natural Resource Programs or other tribal programs as needed.

**E. POSITION RELATIONSHIPS:**

1. **Internal:** Frequent contact with other program staff in the Natural Resource Department and contact with other Tribal Government Programs including Historic Preservation, Roads, Water and Sewer, Land Management, Planning, Accounting, GIS, and the Campground (BDC).
2. **External:** Frequent contact with Bureau of Indian Affairs (BIA), Environmental Protection Agency (EPA), Natural Resource Conservation Service (NRCS), US Geological Service (USGS), US Army Corps of Engineers (US ACE), WI Department of Natural Resources (WI DNR), and Fish and Wildlife Service. The Water Resource Program also has frequent contact with tribal members, general public, LDF Town, Vilas/Iron/Oneida County, GLIFWC, UW Extension, Lake Associations, and environmental non-profits.

**F. SUPERVISORY RESPONSIBILITIES:** IS Technicians and seasonal crew.

**G. SUPERVISION RECEIVED:** Habitat Manager

**H. EDUCATION:** BS required in one of the following areas: Botany, Biology, Water Resources, Ecology or other Natural Resource related field and a minimum of 1 year in related work.

**I. EXPERIENCE:** In lieu of education, minimum of three years of experience in the following: invasive species management activities such as removal activities, marking, and reporting, education and outreach, IS monitoring and early detections, IS rapid response, or other related work.

**J. SKILLS:**

1. Experience in project management activities, such as planning, scheduling, monitoring and outreach.
2. Must have a valid driver license and be insurable.
3. Experience monitoring and/or controlling invasive species.
4. Ability to operate boats.
5. Ability to work independently.
6. Strong organizational skills.
7. Preferred supervisory experience.
8. Experience with grant writing and reporting.
9. Experience working with tribal communities.

**K. WORKING ENVIRONMENT:**

- 1. Work Conditions:** Normal office conditions. Field conditions may be on boat or wading or walking in wetlands, lakes, rivers, storm drains, brushing land, and steep slopes, and will include heat, extreme cold, rain, and snow.
- 2. Exposure to Hazards:** May be exposed to acids, other chemicals, and fuel, and will be over deep water.
- 3. Physical Requirements:** Moderate periods of standing and sitting while in the office. While in the field, considerable walking, lifting, bending, climbing, and stream wading is necessary to collect field data.

**L. BEHAVIOR:** The vision, goals and objectives of the Lac du Flambeau Band of the Lake Superior Chippewa Indians requires the Invasive Species Coordinator to perform in both a professional and personable manner. The manner in which the employee relates to fellow employees, customers and visitors is considered parallel in importance to technical knowledge and ability. Respect and consideration given to the dignity of each customer, visitor and fellow employee is a requisite of successful job performance. Any attitude or behavior that will tarnish the name or reputation of the Lac du Flambeau Tribe will not be tolerated and is subject to disciplinary action.

**M. OTHER:** Demonstrate a strong commitment to cultural beliefs and values of the Lac du Flambeau Band of Lake Superior Chippewa Indians and the governing Tribal Council. Practices cultural sensitivity at all times, recognizing the respective diverse work styles within the organization and the Lac du Flambeau community. Must submit to a drug test prior to commencing employment and random testing thereafter. Criminal background check required applicable to the job description. As an employee of the Tribe, he/she will be subject to the Policies and Procedures of the Lac du Flambeau Band of Lake Superior Chippewa Indians.

**N. SIGNATURES:**

_____ <b>Employee</b>	_____ <b>Date</b>	_____ <b>Manager</b>	_____ <b>Date</b>
_____ <b>Tribal Administrator</b>	_____ <b>Date</b>	_____ <b>Human Resource Manager</b>	_____ <b>Date</b>