

The Nature Conservancy

JOB DESCRIPTION

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| JOB TITLE: | ASSISTANT MARINE COORDINATOR |
| JOB FAMILY: | Conservation |
| JOB NUMBER: | 450003 (CP III) |
| SALARY GRADE: | 4 |
| FLSA STATUS: | Exempt |

ESSENTIAL FUNCTIONS:

The Assistant Marine Coordinator (AMC) will actively participate in The Nature Conservancy's (TNC) new Marine Conservation Fellowship Program (MCFP) in a full-time capacity for two years. The MCFP provides an opportunity for professional development by training the AMCs in strategic planning, biological and human use monitoring, marine resource management, and leadership and organizational skills. Through the MCFP, the AMC will assist in the development, implementation, management, monitoring and coordination of community-based marine conservation projects, including:

- ◆ Actively participating in a two-way learning program
 - ◆ Documenting work and learning progress through a journal and quarterly reports
 - ◆ Assisting TNC and our project partners in planning, managing, monitoring, and assessing the conservation effectiveness of community-based projects
 - ◆ Coordinating and participating in volunteer events, such as algae clean-ups and Makai Watch trainings
 - ◆ Interacting respectfully and intelligently with our community partners
 - ◆ Cultivating relationships with community, government, and other partners
 - ◆ Assisting in the development and implementation of conservation action plans (CAPs)
 - ◆ Building and managing project databases in a variety of software programs (e.g., Excel, ArcGIS).
 - ◆ Monitoring biological and human-use indicators at our project sites
 - ◆ Removing exotic species
 - ◆ Monitoring & researching species and native habitats
 - ◆ Providing feedback on and contributing to the growth of the MCFP
 - ◆ Assisting in the training of staff, interns and volunteers
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REQUIRED KNOWLEDGE AND SKILLS:

- ◆ BA/BS/AS/Technical or vocational degree in science-related field or Hawaiian Studies and at least one year of related experience in marine resource management or equivalent combination of education and experience.
- ◆ Commitment, dedication and passion for conserving Hawai'i's marine ecosystems
- ◆ Experience working with or knowledge of Hawai'i's natural systems and cultural practices
- ◆ Knowledge of island ecosystem principles
- ◆ Knowledge of current trends and practices in conservation, marine management (traditional and contemporary) and biodiversity conservation.
- ◆ Ability to complete tasks independently, efficiently and in a timely manner.
- ◆ Working knowledge of common software applications (e.g.; Word, Excel, Web browsers).
- ◆ Excellent written and oral communication skills
- ◆ Basic working knowledge of biological survey tools, including boats, scuba gear, safety equipment, etc.

COMPLEXITY/PROBLEM SOLVING:

- ◆ Learns resource management concepts and tools, TNC procedures, and interaction/communication skills.
- ◆ Learns how to gather and compile biological and socioeconomic data, resolves disparities, and modifies processes to generate plans
- ◆ Consults with supervisor to develop plans for resolution of problems

- ◆ Cultivates and develops creative ideas to improve conservation strategies
- ◆ Applies diversified knowledge of scientific principles and local cultural awareness and practices to a variety of assignments
- ◆ Respects community dynamics and is thoughtful, tactful and diplomatic in communicating with community groups and individuals
- ◆ Balances and/or mediates stakeholder disputes or concerns
- ◆ Learns how to interpret guidelines, evaluate information, and modify processes to adapt to changing circumstances
- ◆ Assists with multiple projects as needed

DISCRETION/LATITUDE/DECISION-MAKING:

- ◆ Performs under the direct supervision of the Marine Internship Program Manager and reports to/consults with TNC Marine Program Staff.

COMMUNICATIONS/INTERPERSONAL CONTACTS:

- ◆ Networks with diverse groups, including community members, fishers, land owners, conservation partners, government officials, donors, marine recreational businesses, and the general public, to learn the dynamics between the various marine conservation practitioners in Hawai`i
- ◆ Provides a variety of information to staff and others, contributing to conservation projects and assisting workflow throughout the organization.
- ◆ Works and communicates effectively with a diverse group of people, including communities, scientists, fishers, marine program staff, and others, providing and obtaining needed information
- ◆ Interacts with TNC guests, conveys marine conservation information, and leads portions of field trips

WORKING CONDITIONS/PHYSICAL EFFORT:

The Marine Conservation Intern may work in variable weather conditions, at remote outdoor locations, on difficult and hazardous terrain, coastal and marine environments, and under physically demanding circumstances.

These conditions:

- ◆ require considerable physical exertion and/or muscular strain
- ◆ require SCUBA certification (training provided if not certified)
- ◆ present frequent possibility of injury
- ◆ require long hours in isolated settings
- ◆ require travel to neighboring and other Pacific islands
- ◆ a valid Hawaii driver's license

TO APPLY:

Please submit cover letter outlining relevant work experience and resume to jeber@tnc.org by December 17, 2007.

The Nature Conservancy is an Equal Opportunity Employer.