The Nature Conservancy

JOB DESCRIPTION

<table>
<thead>
<tr>
<th>JOB TITLE:</th>
<th>COMMUNITY PROJECT MONITORING COORDINATOR</th>
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<tbody>
<tr>
<td>JOB FAMILY:</td>
<td>Conservation</td>
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<tr>
<td>JOB NUMBER:</td>
<td>450003 (CP III)</td>
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<tr>
<td>SALARY GRADE:</td>
<td>4</td>
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<td>FLSA STATUS:</td>
<td>Exempt</td>
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<tr>
<td>LOCATION:</td>
<td>Honolulu, Hawaii</td>
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ESSENTIAL FUNCTIONS:
The Monitoring Team’s Community Project Monitoring Coordinator is responsible for ensuring that the community-based monitoring program meets the biological and human-use monitoring needs of the communities served. The Community Project Monitoring Coordinator will be responsible for coordinating all aspects of biological and human-use monitoring with liaisons representing coastal communities that qualify for biological monitoring services. The Community Project Monitoring Coordinator will also be responsible for coordinating monitoring efforts between TNC marine staff, other NGO field staff, interns, volunteers, and community members to ensure that the data collected answers the resource management questions agreed upon by the monitoring team, community groups, partners, and other stakeholders. The Community Project Monitoring Coordinator will assist other team members in the collection, organization, and analysis of survey data. The Community Project Monitoring Coordinator will report back to the communities where data is collected, and ensure that community members are kept up to date on survey results. The Community Project Monitoring Coordinator will also be responsible for assisting TNC’s marine coordinators and NGO partners with the training of community members in biological surveying techniques.

BASIC QUALIFICATIONS:
• Experience interacting respectfully and intelligently with community partners.
• Experience cultivating relationships with community, government, NGO, and other partners.
• Experience building and managing project databases in a variety of software programs (e.g., Excel, ArcGIS).
• Experience monitoring biological and human-use indicators at community project sites.
• Experience in the training of staff, interns, community members, and volunteers.

REQUIRED KNOWLEDGE AND SKILLS:
• BA/BS/AS/Technical or vocational degree in science-related field or Hawaiian Studies and at least two years of related experience in marine resource monitoring and 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.
• SCUBA certified (scientific diver certification preferred).

COMPLEXITY/PROBLEM SOLVING:
• Understands resource management concepts and tools, TNC procedures, and interaction/communication skills.
• Knows how to gather and compile biological and socioeconomic data, resolve disparities, and modify processes to generate plans.
Resolves routine issues independently, consults with supervisor to develop plans for resolution of complex 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.

Interprets guidelines, evaluates information, and modifies processes to adapt to changing circumstances.

Assists with multiple projects as needed.

**DISCRETION/LATITUDE/DECISION-MAKING:**

- Performs under the direct supervision of the Science Specialist, and consults with TNC marine program staff.
- May supervise/lead a small team of science technicians, fellows, interns, and/or volunteers on a project basis and be assisted by other staff as needed.
- Work affords significant opportunity to act independently on assigned tasks with ability to exercise independent judgment.
- Addresses issues with supervisor that affect others’ work or the overall program.
- Performs under minimal and frequently distant supervision, consulting with supervisor in event of any unusual circumstances, problem or question that falls outside of general program coordination realm.

**RESPONSIBILITY/OVERSIGHT – FINANCIAL AND SUPERVISORY:**

- May supervise staff and/or marine program fellows and interns. May oversee the work of program teams, which may consist of staff members, volunteers, interns, or a combination of those.
- May need to gain cooperation from outside parties to accomplish program goals.
- Financial responsibility may include working within/managing a budget to complete projects, negotiating and contracting with vendors, and assisting with budget development.

**COMMUNICATIONS/INTERPERSONAL CONTACTS:**

- Networks with diverse groups, including community members, fishers, conservation partners, government officials, scientists, donors, marine recreational businesses, visitors, marine conservation practitioners, and the general public, to relate the significance of the monitoring team’s data for management and conservation purposes throughout the State of 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 diverse groups 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 field trips.

**WORKING CONDITIONS/PHYSICAL EFFORT:**

The Community Project Monitoring Coordinator may work in variable weather conditions, at remote locations, on difficult and hazardous terrain and seascapes, and under physically demanding circumstances. These conditions may present frequent possibility of injury, and/or require:

- Long hours in isolated and exposed outdoor settings.
- Considerable physical exertion and/or muscular strain.
- Travel to neighbor islands.
- A valid driver's license.

**TO APPLY:**

Please submit cover letter outlining relevant work experience and resume to jeber@tnc.org by February 7, 2008.

The Nature Conservancy is an Equal Opportunity Employer.