The Nature Conservancy

JOB DESCRIPTION

JOB TITLE: MARINE COORDINATOR, HAWAI‘I ISLAND
JOB FAMILY: Conservation
JOB NUMBER: 450004 (Conservation Practitioner IV)
SALARY GRADE: 5
FLSA STATUS: Exempt

ESSENTIAL FUNCTIONS:
The Marine Coordinator works collaboratively with other TNC conservation staff, partner organizations, and government agencies to implement The Nature Conservancy of Hawaii’s (TNCH) coastal and marine conservation initiatives on Hawaii Island. The Coordinator manages a multi-faceted program and is responsible for implementing ongoing marine conservation activities on island. The Coordinator has primary responsibility for overseeing and managing TNCH’s involvement in community-based conservation projects and developing and implementing new management initiatives in key Hawaii Island sites, including Makai Watch, water quality monitoring, sustainable finance, policy, and other initiatives. The Coordinator works in collaboration with TNC’s Hawaii Island and statewide marine program staff to identify important coastal and marine sites for ecoregional and strategic planning purposes, and facilitate the assessment, designation, and management of coastal and marine areas on the Hawaii Island. The Coordinator also works with statewide Marine Program and Philanthropy staff to develop annual reports on program accomplishments, annual budgets, and fundraising proposals and reports. The Coordinator may also oversee the administrative aspects of contracts with local partners. The Marine Coordinator reports to the Community-based Marine Program Manager, and may supervise and mentor support staff, interns, marine program fellows, consultants, and community volunteers as needed.

REQUIRED KNOWLEDGE AND SKILLS:
• Bachelor’s degree in natural resources, environmental studies, or related field and 3-5 years experience in marine conservation planning and management or equivalent combination of education and experience.
• Knowledge of coastal and marine conservation issues and reef systems in Hawai‘i, preferably on Hawai‘i Island.
• Successful record of developing alliances and partnerships with local private and government organizations.
• Experience interacting with research and academic community, particularly with regard to biological monitoring and strategic planning.
• Ability to independently plan and complete multiple tasks within specific time frames.
• Demonstrated ability to set and meet strategic and highly leveraged individual, program, and project goals.
• Ability to coordinate and facilitate the work of a team and delegate tasks to accomplish multiple priorities.
• Knowledge of current trends and practices in conservation and marine management (traditional and contemporary), and biodiversity conservation.
• Demonstrated experience with Microsoft Office suite. Ability to use advanced computer functions and produce reports. Ability to manipulate, analyze and interpret data. GIS experience preferred.
• Strong administrative skills including attention to detail and numerical ability. Ability to plan, administer, and record results of work-team meetings and activities.
• Excellent oral and written communications skills.

COMPLEXITY/PROBLEM SOLVING:
• Coordinates multiple projects with several variables, setting realistic deadlines and managing timeframes.
• Interprets guidelines, evaluates information and modifies processes to adapt to changing circumstances.
• Compiles data, resolves disparities, and modifies processes to generate plans.
- Resolves routine individual and work team issues independently, consulting with supervisor to develop plans for resolution of complex and unusual problems
- Cultivates and develops creative ideas to improve conservation strategies
- Applies diversified knowledge of scientific principles and practices to a variety of assignments
- Identifies and disseminates lessons learned, best practices and methods, tools, consistencies and inconsistencies across plans

**DISCRETION/LATITUDE/DECISION-MAKING:**
- Ability to make sound decisions for TNC is the following areas (legal, financial, conservation, reputation)
- Makes independent decisions based on analysis, experience, and judgment
- Performs tasks with minimal supervision but consults supervisor to address issues that affect the work of others or affect the program as a whole.

**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.
- Ensures program compliance with internal policies and external requirements

**COMMUNICATIONS/INTERPERSONAL CONTACTS:**
- Networks with diverse groups, including community members, conservation partners, government officials, donors, board members and the general public to recruit support for the Conservancy and publicize Conservancy efforts
- Provide a variety of information to staff and others, contributing to conservation projects and assisting workflow throughout the organization.
- Work and communicate effectively with a diverse group of people, including scientists, marine program staff and others, providing and obtaining needed information
- Provides training for internal and external colleagues on ecological and conservational scientific principles
- Ability to simplify and explain the principles of conservation science and practices to technical and non-technical audiences

**WORKING CONDITIONS/PHYSICAL EFFORT:**
The Marine 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.