Job Description

Job Title: Field Station Manager, Palmyra Atoll
Job ID: 11085
Location: Palmyra
Regular/Temporary: Regular

ABOUT US

The Nature Conservancy is the world's leading conservation organization, working in all 50 states and more than 33 countries. Founded in 1951, the mission of The Nature Conservancy is to preserve the plants, animals and natural communities that represent the diversity of life on Earth by protecting the lands and waters they need to survive.

POSITION SUMMARY

Located 1,000 miles south of Hawai’i and an untold distance from civilization, Palmyra Atoll is one of the most spectacular marine wilderness areas on Earth. Palmyra is a 680-acre atoll with 480,000 acres of lagoons, coral reefs, and submerged lands. Palmyra is a US Fish and Wildlife Service (USFWS) Refuge out to 12 miles and a Marine National Monument out to 50 miles. The Nature Conservancy owns Cooper Island, and manages the atoll in partnership with the USFWS and the Palmyra Atoll Research Consortium (PARC).

Palmyra’s research station supports scientific research by world renowned research institutions (see www.palmyra-research.org). Staff are hired on a rotational basis for approximately 4 months at a time to run the research station and camp facilities. Board and lodging are provided while on-island.

The Field Station Manager (FSM) is responsible for the overall management, supervision, and safety of Palmyra Atoll operations and staff. The FSM is responsible for overseeing the maintenance of the field station facilities and equipment including generators, boats, and aircraft runway, and the oversight of galley and housekeeping services. The FSM must lead and manage staff, and act as the primary liaison with visiting researchers, guests, and visiting vessels’ crew and passengers.

This is a rotational position with the opportunity to return for future employment based on performance. Rotations require residence on Palmyra Atoll with no option of leaving until rotation is complete.

ESSENTIAL FUNCTIONS
• Responsible for coordinating all field station activities with TNC staff based in Honolulu, USFWS, PARC and researchers.
• Supervises maintenance, marine, and food services/housekeeping staff to ensure efficient operations of field station; acts as primary liaison with TNC Honolulu staff on operations, staffing and volunteer issues.
• Responsible for safety of those on island: determining and enforcing adequate safety protocols related to island operations, visitor use of equipment and facilities, and communication with researchers and staff in the field.
• Facilitates and supports on-island research projects through collaboration with visiting scientists and application of scientific principles.
• Provides orientation, safety and other training for all visitors, employees and volunteers.
• Directs guides, captains, and dive masters in consultation with visiting scientists.
• Responsible for oversight of all equipment, boats, and SCUBA gear.
• Facilities visiting vessels with USFWS approval.
• Inventories and orders all mechanical parts and island equipment.
• Orders, coordinates, and supervises unloading of cargo shipments (by airplane and ship).
• Acts as Spill Prevention Coordinator, accountable for spill prevention and maintenance of fuel and chemical storage.
• Hosts donors and organizes associated dive, fishing, kayak, and snorkel trips.
• Acts as point of contact for all communications systems, including satellite and daily on-island radio contact with researchers and staff in the field.
• Supervises heavy equipment operations (backhoe/loader) to maintain runway and adequate drainage around the field station.
• Records galley and maintenance activities and analyzes records to improve efficiency of field station operations.
• Works within established budget.
• Helps to develop, interpret, and implement conservation and facility plans prepared with TNC and partner organizations.
• Creatively solves problems, including manufacturing of critical parts for malfunctioning equipment.

**BASIC QUALIFICATIONS**

When applying, please address how you meet all these basic qualifications in your cover letter.
• BA/BS degree and 5 years relevant work experience or equivalent combination of education and experience.
• Leadership and supervisory experience overseeing a dynamic team.
• Ability to set objectives, manage performance, and motivate team members.
• Experience interacting with scientists and knowledge of scientific principles and research methods, or work experience in natural resource management.
• Experience in facilities management, including working knowledge of maintenance and repair of: diesel and gasoline engines; generators; outboard motors; water filtration and plumbing systems; hydraulics; and refrigeration systems, and a working knowledge in use of common hand and power tools.
• Experience working with boating operations in a marine or fresh-water environment
• Experience assessing complex situations and developing innovative solutions as needed.
• Working knowledge of common software applications (e.g; Word, Excel, Web browsers).

**HOW TO APPLY**

Please submit resume and cover letter outlining how you meet all of the basic qualification, as one document.
All sections of online application must be completed (e.g. work experience and education, even if information is included in resume) to be considered for a position.

**EOE STATEMENT**

The Nature Conservancy is an Equal Opportunity Employer.