Job Opening

Title: MIC/PIMPAC Coordinator

Responsible to: Executive Director

Closing Date: June 26, 2009

Background: Regional Social Networks & Capacity Building Programs -

Micronesians in Island Conservation (MIC) - MIC began in 2002 as a peer learning network designed to help Micronesian conservation leaders strengthen their agencies by: 1) identifying and addressing shared needs for technical assistance, training, and other support; 2) rapidly sharing successes and lessons learned; and 3) working together on local, national, and regional issues. The purpose of MIC is to leverage conservation work in Micronesia by increasing the success, effectiveness, and number of conservation leaders in the nonprofit and government sectors. MIC's approach is to create a support structure that fosters shared self-directed learning to address priority organizational and technical needs of its members.

Pacific Islands Managed and Protected Area Community (PIMPAC) - PIMPAC is a collaboration of area-based managers, non-governmental organizations, local communities, federal, state, and territorial agencies, and other stakeholders working together to collectively enhance the effective use and management of "managed and protected areas" in the U.S. Pacific Islands and Freely Associated States. PIMPAC aims to provide continuous opportunities for the sharing of information, expertise, practice, and experience to develop and strengthen area-based management capacity throughout the Pacific Islands region. The focus of PIMPAC is to provide support to "on the ground" resource managers, and maintain good coordination/communication with other networks that focus support to political/organizational leaders (e.g. MC/USCRTF/MIC) or community members (LMMA). As a social network, PIMPAC will continue to use four main approaches to reach its goals and objectives: 1) Training and Technical Support, 2) Learning Exchanges, 3) Partnership Building, and 4) Communications/Information Sharing. A 2010-12 PIMPAC strategic plan has been developed and implementation will build off previous efforts focused around the topics of MPA management planning, community engagement, and monitoring (social).

Project Scope and Tasks:
Many of the associated tasks under both MIC and PIMPAC are similar and require similar functions as a coordinator. As a half time coordinator for both of these social networks (MIC and PIMPAC), this position will carry out overall coordination of partners, support for project planning and implementation, and communications.

The major function for the coordinator is to communicate and coordinate across a number of partners in the Pacific Islands to support the planning and implementation of MIC and PIMPAC activities. While some of these partners overlap between programs, there are also many differences. Both functions will be under the direct supervision of the Micronesia Conservation Trust. For MIC functions, the coordinator will work closely with MIC members and The Nature Conservancy (TNC) Micronesia staff. For PIMPAC the coordinator will work with the PIMPAC Co-Coordinator within NOAA Coral Reef Conservation Program (based in Hawaii), and the PIMPAC Resource Group, which consists of Sustainable Visions, the Locally Managed Marine Area Network, and The Nature Conservancy, among others. For PIMPAC, the work will focus primarily on the Micronesia region and with strong emphasis on advancing the PIMPAC goals and support for the Micronesia Challenge.

Specific activities that will be carried out for both programs include:

- S/he helps organize MIC/ PIMPAC retreats, meetings, learning exchanges, facilitated self-assessments, training and capacity building events, and provides follow-up for evaluation and reinforcement.

- S/he helps to raise funds for the network(s) and/or specific projects by writing proposals, negotiating with bilateral and multilateral agencies and cultivating donors as needed.

- S/he collaborates with other regional programs/initiatives to provide and extract useful lessons and experiences, and coordinate on joint functional initiatives. This includes the Micronesia Challenge Support Team, and the Locally Managed Marine Area Network. Particularly, s/he will explore opportunities for collaboration among MIC and PIMPAC activities where they can meet shared goals.

- S/he is responsible for maintaining all documents relevant to MIC/PIMPAC carried out through MCT, including budgets, financial administration systems, contracts, workplans, and training materials. For PIMPAC s/he is responsible for communicating with the PIMPAC coordinator at NOAA about budgets and finance.

- S/he is responsible for coordinating PIMPAC/MIC funding and technical support to the Micronesia Challenge Regional office for the development and implementation of the Micronesia Challenge internship.
program.

. S/he will partner and coordinate with appropriate resource agencies/organizations/individuals to provide capacity building and technical assistance to carry out PIMPAC and/or MIC support activities such as organizational development planning, management planning, and technical assistance in priority focus areas (e.g. community engagement, monitoring, enforcement, etc.). This work may include development of work plans with jurisdictional teams to identify capacity needs and coordination with appropriate consultants to implement capacity building needs on community engagement activities, development of management plans, and community based socio-economic and biological monitoring.

Deliverables:

. Implementation of MIC and PIMPAC retreats and meetings with respective partners

. PIMPAC annual work-plans for Freely Associated States identifying capacity needs and mechanisms and timeline for providing support

. MIC and PIMPAC annual budget development, contract development and implementation for technical assistance activities that support MIC and PIMPAC objectives

. Implementation of MIC/PIMPAC learning exchanges within Micronesia

. Dissemination and development of communications materials for websites, reports, newsletters, list-serves, etc.

Qualifications:

. Bachelor's degree in natural resource management (or related field) and 3-5 years' experience in the functional field, or equivalent.

. Ability to set objectives, manage multiple priorities and independently complete tasks within assigned time frames.

. Experience organizing meeting or events remotely, including arrangements for air travel, accommodations, meeting venues, meals, receptions and other logistics.

. Ability to plan, administer and record results of work-team meetings and activities.

. Ability to coordinate project information from a number of sources
to create reports and maintain good program records and files.

. Strong administrative skills, attention to details and numerical ability.

. Working knowledge of Microsoft Office suite.

. Excellent communications in English.

. Prepares and monitors program budget.

. Negotiates contracts and services. Purchases equipment and supplies.

. Responsible and accountable for meeting strategic/financial goals and objectives.

. Ability to communicate professionally with a wide variety of people of different cultures to develop, negotiate and/or implement functional programs.

. Ability to work cooperatively often under pressure to complete project work and achieve goals.

. Solicit program support through clear written communications, including proposal writing and other written materials.

. Strong communications and presentation skills

. Work in partnership with other organizations in a collaborative and advisory capacity.

. Willingness to travel 25-40% of time.

. Work requires only minor physical exertion and/or physical strain.

. Priority will be given to a Micronesian national or long-term resident.

Travel

. Domestic and International travel is required to perform certain tasks. All travel costs will be paid by MCT.

. The coordinator will spend significant time on travel for the project (approximately 6-8 regional site visits). The coordinator will
follow MCT policies and procedure for travel. Additionally, travel expenses and reports should be shared with NOAA regarding PIMPAC activities.

Place and Period of Performance:

. The position is full time and based in Pohnpei (Federated States of Micronesia) but requires frequent travel throughout the Micronesia Region and occasionally to other Asia-Pacific countries and the United States.

. The MIC/PIMPAC Coordinator will work from the Micronesia Conservation Trust office. Work hours will vary according to task being performed but will average 40 hours per week. At times the Coordinator will need to work beyond 40 hours per week based on travel or up-coming projects.

. MCT will provide office space, computer, phone, and administrative support. MCT will also supervise the coordinator and may assist them on some tasks.

. The period of performance for this contract is one year from the date of award.

Salary and Benefits: US$30,000 to $35,000/annum, basic health insurance, annual & sick leave

To Apply:
Submit To:
Submit a Letter of Interest
Lisa Ranahan Andon
Detailed Resume
Deputy Executive Director

2 Letters of Reference
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