

## Job Description

**Job Title:** Marine Fellowship Coordinator  
**Job ID:** 11546  
**Location:** Hawaii  
**Full/Part Time:** Full-Time  
**Regular/Temporary:** Regular

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### 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

The Marine Fellowship Coordinator (Coordinator) will coordinate all activities of the Marine Conservation Fellowship Program (MCFP), as implemented jointly through a partnership between The Nature Conservancy (TNC) and the Pacific Services Center of the U.S. National Oceanic and Atmospheric Administration (NOAA). The MCFP goal is to train individuals to become the next generation of marine conservation leaders in Hawai'i. The program is designed to build a cadre of well-qualified, experienced marine resource managers who will provide critically needed leadership for the sustainable management of Hawai'i's marine resources.

The Coordinator will review and revise as necessary the current MCFP curriculum, blending traditional and science-based resource management, community-based conservation management, and professional training and skills development learning activities (e.g. GIS, policy development and implementation, strategic planning, grant writing and reporting, etc). Training methods will include direct participation in on-site projects, formal instruction, and hands-on training with staff from TNC, NOAA, and other partners. During the first year of the fellowship, a strong foundation of resource management skills and conservation knowledge is built, including exposure to both NOAA and TNC programs and projects. The second year is geared towards completion of special projects, as defined by each fellow, the Coordinator, and steering committee.

The Coordinator is a two-year, full-time position, with the possibility of extension beyond two years based on funding availability. The Coordinator is responsible for raising additional funds for the program. The Coordinator will supervise the completion of all activities under the second year of the current class of two Fellows, as well as all activities under an incoming second class of fellows into their first year. If funding is available, the Coordinator will also recruit, select, and supervise subsequent fellows. TNC's Senior Advisor for Community-Based Marine Programs will supervise the Coordinator.

### BASIC QUALIFICATIONS

- BA/BS degree and at least three years of related experience in marine resource management or equivalent combination of education and experience. Degree in science-related field or cultural studies helpful.
- 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.
- Basic working knowledge of biological survey tools, including boats, scuba gear, safety equipment, etc.

### ADDITIONAL JOB INFORMATION

The primary duties of the Coordinator include:

- Day-to-day development, coordination, and planning of all fellowship activities with the fellows across a suite of marine resource-related topics, priority management issues, and key areas of skills development;
- Development of MCFP strategic annual objectives, monthly workplans, and weekly schedules in collaboration with the fellowship program steering committee;
- Oversight on the implementation of MCFP annual workplans;
- Advance coordination with appropriate TNC, NOAA and partner staff in all relevant training areas;
- Regular communication with the fellowship program steering committee, as relevant;
- Facilitation of quarterly and annual evaluation of MCFP effectiveness by steering committee;
- Development, review and submittal of all public and private grant requests and reports;
- Facilitation of marine fellowship program evolution and development with potential partners, including donors, government agencies, and educational institutions, as well as public speaking about the program; and
- Other fellowship program-related activities, as identified.

#### **HOW TO APPLY**

Please submit resume and cover letter as one document by December 8, 2009. Cover letter must address how you meet each of the Basic Qualifications listed above.

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.

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