

The Nature Conservancy

JOB DESCRIPTION

JOB TITLE:	ASSISTANT MARINE COORDINATOR
JOB FAMILY:	Conservation
JOB NUMBER:	450003 (CP III)
LOCATION:	Maui Island
FLSA STATUS:	Exempt

ESSENTIAL FUNCTIONS:

The Assistant Marine Coordinator (AMC) will assist in the development, implementation, management, monitoring and coordination of community-based marine conservation projects under a multi-site NOAA Coral Reef Conservation Program grant and partnership. The Nature Conservancy's marine program efforts on Maui since 2007 have focused on building community and agency capacity to manage near shore resources, and increasing community support for protection of Maui's near shore marine environment. The AMC works under the direction of the Maui Marine Coordinator, based in the Pukalani, Maui office, to support the following activities:

- ◆ Conservation planning and marine resource management efforts in Hana and other selected sites on Maui
- ◆ Completion of the management plan process for 'Ahihi-Kina'u Natural Area Reserve, and support for implementation of the plan
- ◆ Strategic planning for Maui's Marine Life Conservation Districts and other marine managed areas
- ◆ Intertidal and reef monitoring at selected Maui sites

To meet the project objectives, the AMC will perform the following functions:

- ◆ Assist TNC marine program staff and project partners in planning, managing, monitoring, and assessing the conservation effectiveness of community-based projects
- ◆ Assist in facilitation of project partnership and community meetings
- ◆ Coordinate and participate in community outreach events
- ◆ Interact respectfully and thoughtfully with community partners
- ◆ Cultivate relationships with community groups, government agencies, and other partners
- ◆ Develop, write, and implement conservation action plans
- ◆ Develop and write technical reports, funding proposals, project documents, and other material
- ◆ Build and manage project databases in a variety of software programs (e.g., Excel, ArcGIS).

BASIC QUALIFICATIONS: (To be considered, you must meet all 6 basic qualifications)

- ◆ BA/BS/AS/Technical or vocational degree in physical or social science-related field or Hawaiian Studies and one to two years of related experience in marine resource 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
- ◆ Budget and financial tracking experience
- ◆ Experience working on projects in a community setting and multicultural context
- ◆ Knowledge of current trends and practices in conservation, marine management (traditional and contemporary), and biodiversity conservation.

REQUIRED KNOWLEDGE AND SKILLS:

- ◆ BA/BS/AS/Technical or vocational degree in physical or social science-related field or Hawaiian Studies and one to two years of related experience in marine resource management, or equivalent combination of education and experience
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- ◆ Excellent written and oral communication skills
- ◆ 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
- ◆ Experience working within projects in a community setting and multicultural context
- ◆ Experience with board and committee processes
- ◆ 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)
- ◆ Basic working knowledge of biological survey tools, including boats, scuba gear, safety equipment, etc.

COMPLEXITY/PROBLEM SOLVING:

- ◆ Applies resource management concepts and tools, TNC procedures, and interaction/communication skills
- ◆ Gathers and compiles biological and socioeconomic data, resolves disparities, and modifies processes to generate plans
- ◆ Consults with supervisor to develop plans for resolution of 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
- ◆ Learns how to interpret guidelines, evaluate information, and modify processes to adapt to changing circumstances
- ◆ Assists with multiple projects as needed

DISCRETION/LATITUDE/DECISION-MAKING:

- ◆ Performs under the direct supervision of the Maui Marine Program Coordinator and reports to/consults with TNC Marine Program Staff.

COMMUNICATIONS/INTERPERSONAL CONTACTS:

- ◆ Networks with diverse groups, including community members, fishers, land owners, conservation partners, government officials, donors, marine recreational businesses, and the general public, to learn the dynamics between the various marine conservation practitioners in 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 a diverse group 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 portions of field trips

WORKING CONDITIONS/PHYSICAL EFFORT:

The Assistant Marine Coordinator may work in variable weather conditions, at remote outdoor locations, on difficult and hazardous terrain, coastal and marine environments and vessels, and under physically demanding circumstances. These conditions may:

- ◆ require considerable physical exertion and/or muscular strain
- ◆ require SCUBA certification (training provided if not certified)
- ◆ present frequent possibility of injury
- ◆ require long hours in isolated settings
- ◆ require travel to remote island areas, neighboring and other Pacific islands
- ◆ require a valid Hawaii driver's license

TO APPLY:

Please complete an online application by 5:00pm (HST) February 8, 2010 at www.nature.org/careers and upload as one document, a resume and cover letter that articulates clearly how you meet each of the 6 basic qualifications listed above.

The Nature Conservancy is an Equal Opportunity Employer.