Job Description

Job Title: Program Coordinator, Palmyra Program
Job ID: 11817
Location: Hawaii
Full/Part Time: Full-Time
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

The Program Coordinator is responsible for providing support to the Palmyra Program out of the TNC Honolulu Office. This position will coordinate the logistics associated with transportation of all visitors, researchers, partners, staff, and supplies to and from the Palmyra Atoll Field Research Station. The Program Coordinator works with Palmyra Atoll Research Consortium (PARC) representatives to coordinate and schedule all flights to and from Palmyra and accommodations and facilities on Palmyra during the summer research season, and assures proper billing for flights and accommodations. Duties also include managing all paperwork associated with flights, flight manifests, and contract administration.

The Coordinator works with the Field Station Manager (FSM) and the Palmyra Program Director to organize and coordinate purchasing for the Palmyra Program, including managing the logistics of arranging for and loading supply boats and passenger and cargo flights to Palmyra. The Coordinator will also provide general clerical and administrative services for the Palmyra program staff, and may prepare presentation materials and coordinate team meetings. The Coordinator undertakes specific projects to inform strategic initiatives, including gathering, synthesizing, interpreting and analyzing information from external and internal sources.

This position will report to the Program Director. Work is performed independently and requires initiative, motivation, flexibility, the ability to maintain confidentiality, and the ability to work under pressure to meet multiple deadlines. The position’s duties require a high level of accuracy and attention to detail. There will be routine contact with the Conservancy’s management, legal, and finance departments; TNC donors; PARC members; government employees and officials; contractors; and Palmyra Island staff. Diplomacy and tact in all personal interactions are a must.

BASIC QUALIFICATIONS

• Bachelor’s degree in biological sciences, natural resources, or related field and 1-2 years related experience or equivalent combination of education and experience.
• Project management experience and ability to multi-task with a high level of accuracy, and attention to detail.
• Experience populating, tracking and organizing information to produce reports.
• Advanced proficiency in Word, Excel, PowerPoint, and database management to keep track of calendars, financial data, and other information.
• Experience providing administrative support including drafting correspondence, coordinating travel arrangements, working with vendors, maintaining logs, and tracking expenses.
• Demonstrated commitment, dedication and passion for conserving Hawai‘i’s ecosystems.
• Excellent written and verbal communication skills, including ability to diplomatically negotiate internal and external agreements.
ADDITIONAL JOB INFORMATION
PALMYRA PROGRAM COORDINATOR DUTIES

FIELD STATION OPERATIONS
1. Create and maintain an annual calendar of flights, ship provisioning, researcher use, critical permit renewals, visiting vessels, and other station events.
2. Schedule and coordinate all flights to Palmyra based on science (Palmyra Atoll Research Consortium – PARC), fundraising and staffing needs. Distribute and receive required forms, route paperwork for approval, and prepare and submit flight manifests on the required timetable.
3. Support Field Station Manager and Program Director with ensuring adequate accommodations and sufficient logistical support for scientific, staff and donor activities on station.
4. Coordinate with U.S. Fish and Wildlife Service on requests from the public to visit on private vessels.
5. Track costs associated with flights, fuel usage and facility use.
6. Support the FSM in sourcing and arranging purchase/delivery of various equipment and miscellaneous supplies for the Field Station.

FINANCE/ACCOUNTING:
1. Coordinate all accounts payable and financial activities associated with the Palmyra Program. This includes but is not limited to: contractor accounts, Palmyra procurement accounts, and miscellaneous reimbursables. Prepare invoices for PARC member institutions, track payments, and coordinate with TNC Accountant and Philanthropy staff on receipts and record keeping.
2. Track, monitor and analyze the monthly detailed reports for Palmyra budget centers.

CONTRACT ADMINISTRATION:
1. Administer contracts for the Palmyra Program Office and ensure timely payments to vendors in compliance with TNC policies.
2. Administer, process, and track contracts for major work related to Palmyra (plane, barge, supplies, infrastructure.)

FUNDRAISING:
1. Assist with the planning and coordination of donor trips Coordinate with project staff, charter aircraft company, donors and staff.
2. Assist with assembly and mailing of trip packets for Palmyra prospects.
3. Maintain and distribute calendar of trips.

OFFICE MANAGEMENT/ADMINISTRATION:
1. Respond to routine requests for information.
2. Maintain office files, order office supplies.
3. Assist with special projects as needed.
4. Become familiar with the Conservancy’s policies and standard operating procedures.
5. Track budget and provide monthly status reports.

VOLUNTEER COORDINATION
1. Assist with volunteer coordination as needed.

HOW TO APPLY
Please complete an online application by 5:00pm HST, February 28, 2010 at www.nature.org/careers and upload as one document, a resume and cover letter. To be considered for this position, your cover letter must articulate how you meet each of the 7 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.