Coordinator – Manta Pacific Research Foundation (contract position)

**About Manta Pacific Research Foundation (MPRF):** The mission of the MPRF is to study manta rays in their natural habitat, conduct scientific research, provide education programs for the public about manta rays and the marine environment, and to establish and promote global manta ray conservation. MPRF is responsible for the passing of Act 092(09), which established criminal penalties and administrative fines for knowingly killing or capturing manta rays within Hawaii state waters.

**About the Contract Position:** In support of its mission, MPRF is launching an Adopt-A-Manta program. The goal of this initiative is to develop a program for manta supporters to adopt a manta ray and use the program income to fund scientific research, equipment, education and manta protection. The Coordinator will be responsible for executing the initial phase of the program plan which involves materials procurement, financial planning, development of marketing materials for print and online, meeting with board members, printing materials and overall coordination of the program. MPRF is based out of Kona and the Coordinator will need to regularly conduct business in Kona. The estimated start date is August/September, with interviews in July.

**Salary:** The position will be initially funded as a contract position at a flat rate of $1500 for 2-3 months of part-time work (i.e. a few hours/wk); with the opportunity for contract renewal based upon performance and project outcomes. The successful candidate will launch and grow the Adopt-A-Manta program to become financially viable, thus creating an opportunity for continued employment.

**Position Requirements:** Previous project management experience, friendly disposition, strong organizational skills and the ability to work independently. Candidate must have own transportation, computer and cell phone.

**Desired Qualifications:** The ideal candidate will also have strong writing skills, non-profit experience, and experience with fundraising.

**To Apply:** Please refer to the job posting on Craigslist: [http://honolulu.craigslist.org/big/npo/1764494501.html](http://honolulu.craigslist.org/big/npo/1764494501.html). Use "MPRF Job Application" as the subject header.