**ESA section 4 Specialist - corals**

Ocean Associates Inc. is seeking a candidate who will provide professional support to the National Marine Fisheries Service (NMFS) Pacific Islands Regional Office (PIRO) response to a petition to list 83 coral species under the Endangered Species Act. The section 4 listing process requires NMFS to assess the need to list a species and designate critical habitat. This work involves analysis of data, collection of information, synthesis and analysis, rule writing, meetings, and close coordination with the NMFS Pacific Islands Fisheries Science Center. It also requires support of biological review team (BRT) activities.

**Duties**

- Providing administrative assistance to biological review teams (BRTs) or Protected Resources Division
- Setting up and coordinating BRT conference calls, web video presentations, face to face meetings and workshops
- Assisting with travel logistics
- Note taking at meetings
- Compiling and maintaining a reference library of information and pertinent references for status reviews
- Working in Endnote
- Managing documents, such as pdfing, posting/organizing of all documents and information to Decision Files
- Working with a Wiki site and maintaining it with BRT related electronic information
- Conducting literature or information searches necessary for PRD rulemaking
- Assisting with tasks associated with PRD ESA listings and rulemaking

**Minimum experience or background requirements**

- Bachelor's Degree from an accredited four (4) year college or university in a Natural Resources related field or Administrative studies
- Familiarity with the ESA
- Working knowledge and understanding of Indo Pacific coral taxonomy, biology and ecology
- Working knowledge and understanding of global threats facing corals, and local threats facing Indo Pacific corals
- Ability to work well within a team to accomplish stated objectives
- Experience with computer programs such as Microsoft Excel, PowerPoint, and Word
- Skill in written communication
- Organizational skills

Place of Performance: Honolulu, Hawaii  
Work schedule: full-time (average 40 hours per week)  
Period of Performance: 1 year starting ASAP  
Compensation: 19.31 $/hr + benefits

**Partial Relocation**

Contract will provide 1 round trip ticket from contractor employee’s current location, and up to 1 week lodging and per diem at work destination. At the discretion of the contractor, shipping of personal goods may be substituted in lieu of lodging and per diem but only up to the amount equivalent to 1 week of lodging and per diem. These costs shall be invoiced within two months after incurred.

If you are interested in being considered for this position, please email your resume to Jobs@OceanAssoc.com  
Please use “5014 ESA” as the subject line.

Review of applications will begin July 8, 2010 and continue until July 22, 2010.