

**U.S. ALL ISLANDS CORAL REEF COMMITTEE SECRETARIAT
EXECUTIVE DIRECTOR**

Ocean Associates, Inc. (OAI) is seeking an Executive Director **with education and experience in coral reef policy and ecology** to support the United States All Islands Coral Reef Committee (AIC) Secretariat office in Honolulu, Hawaii. OAI conducts research, offers policy advice, and provides personnel support services to government and industry clients for marine fisheries, protected species, and habitats.

The AIC is comprised of the Points of Contact (POCs) from its seven U.S. state and territorial members (American Samoa, Commonwealth of the Northern Marianas Islands, Florida, Guam, Hawaii, Puerto Rico, and the U.S. Virgin Islands). The AIC Secretariat is an office which serves to lead the coordination, development, communication and implementation of priorities established by the AIC. The AIC Secretariat is staffed by an Executive Director, is supported by a team of Advisers, and may also include additional support staff. The Executive Director we are seeking would lead the AIC Secretariat office in fulfilling the mission of the AIC.

Specific tasks to be performed by the incumbent include the following;

- Provide policy, administrative, and logistical support for the AIC meetings and coordinate AIC participation in the U.S. Coral Reef Task Force Steering Committee and Business meetings.
- Provide administrative support and policy advice to the committee related to coral reef issues by researching and framing issues for POCs.
- Be a strong and effective liaison between the POCs, the U.S. Coral Reef Task Force (USCRTF), the Coral Reef Conservation Program (CRCP), Department of the Interior, Office of Insular Affairs (DOI/OIA) and other federal partners, NGOs and other relevant regional, national and international organizations on issues related to coral reef conservation by advocating the interests of the POCs, communicate the concerns of the federal agencies back to the POCs, and if necessary, mediate conflicting interests in order to achieve acceptable solutions.
- Serve as a facilitator when consensus is lacking within the AIC or between the AIC and its partners.
- Provide liaison and coordination with federal agencies and U.S. Congressional representatives and staff on management of coral reef resources. Participate on conference calls related to USCRTF Steering Committee, working groups, and other coral reef governance bodies, as appropriate.
- Implement the current All Islands Communication Policy.
- Maintain, organize and manage a central repository of information for coral reef jurisdiction information.
- Develop and maintain an AIC web site to showcase accomplishments of each jurisdiction, enhance information sharing, reporting and communication among POCs .
- Facilitate implementation of the AIC's strategic action plan, and related or future strategic planning endeavors.
- Develop any needed scopes of work, budgets and accomplishment reports required by the AIC.
- Assist, as requested by jurisdictions, coordination of Committee member's Coral Reef Local Action Strategies, other management initiatives and annual reports.
- Serve the AIC and build institutional capacity within the AIC.

Minimum experience or background requirements include:

- At least five (5) years of experience in state, territorial, or federal government in a policy area related to ocean and coastal resource management. Direct interaction with senior policy makers and congressional staff.
- Masters degree from an accredited college or university in Ocean Policy or related field.
- Extensive knowledge of the function of policy making in state, territorial, and federal government.
- Understanding of coral reef ecosystems and resource management at the state and territorial level.

Understanding of the relationship between federal and state or territorial governments. Understanding of U.S. island cultures and governance.

- Ability to deal effectively with policy makers. Ability to write position papers and policy briefs effectively and to use word processing and spread sheet programs. Ability to manage and maintain websites and design public information materials including brochures. Ability to facilitate regional planning activities. Ability to plan programs and develop budgets.

This is a full-time position with a salary of \$35.58/hr. Excellent employee benefits are provided including paid medical insurance, and holiday, vacation and sick leave. The work location will be at the NOAA National Marine Fisheries Service Pacific Islands Regional Office in Honolulu, Hawaii. Approximately 30-40 days of travel are expected per year.

The position requires access to Federal office buildings or ships and communication networks. Applicants must have US citizenship or right to work documents that do not expire during the contract period, combined with two years of US residency before the start of employment.

Only qualified applicants need apply that meet minimum experience or background requirements stated above. Please submit a resume that includes the following:

- Work history for the past 10 years or since last full-time education.
- Education.
- Previous experience in a same or similar position with the same or similar requirements.
- Professional references.

If you are interested in being considered for this position, please review the comprehensive job description at <http://www.oceanassoc.com/> and the AIC mission at <http://www.allislandscorals.org/>.

Email your resume to

Jobs *at* OceanAssoc.com

Use "5017 ExDir" as the subject line. PDF documents are preferred and please include your name in the filename.

Review of applications will begin immediately and continue until the position is filled.