The Nature Conservancy

JOB DESCRIPTION

JOB TITLE: ASSISTANT MARINE COORDINATOR
JOB FAMILY: Conservation
JOB NUMBER: 450003 (CP III)
LOCATION: Honolulu, Hawaii
FLSA STATUS: Exempt

BASIC QUALIFICATIONS:
• BA/BS/AS/Technical or vocational degree and at least one year of related experience in natural resource management or equivalent combination of education and experience. Degree in a science-related field helpful.
• Experience working with Hawai‘i’s natural systems and cultural practices.
• Experience with island ecosystem principles.
• Experience with current trends and practices in conservation, marine management (traditional and contemporary) and biodiversity conservation.

ESSENTIAL FUNCTIONS:
The Assistant Marine Coordinator (hereafter, the “Marine Fellow”) will participate in full-time capacity for two years in the Marine Conservation Fellowship Program (MCFP), implemented jointly through a partnership between the Hawai‘i Chapter of The Nature Conservancy (TNC) and the U.S. National Oceanic and Atmospheric Administration (NOAA) Pacific Services Center. The goal of the MCFP is to train Marine Fellows to become the next generation of marine conservation leaders in Hawai‘i. The program is designed to build a cadre of well-qualified, experienced marine resource managers who will provide critically needed leadership for the sustainable management of Hawai‘i’s marine resources. Two (2) Marine Fellows will be recruited for the next fellowship class of 2012-2014, based in Honolulu. Additional information on the MCFP and what applicants should expect under the fellowship experience is available online at http://nature.org/wherewework/northamerica/states/hawaii/marine/art30309.html

The MCFP provides an opportunity for professional development by training Marine Fellows in a variety of professional skills and providing opportunities to conduct marine conservation fieldwork. The first year of the fellowship program will focus on professional development and skills building. Areas of professional development include project management, strategic planning, basic biological, climatological, hydrological and other relevant sciences, biological and sociological monitoring, the application of various marine conservation tools, technical writing skills, leadership and organizational skills, etc. During the second year of the fellowship, each Marine Fellow will continue their professional development while also completing a special project, applying the knowledge and skills they have learned over the previous year.

During both years of the fellowship, the two Marine Fellows will assist in the development, implementation, management, monitoring, and coordination of community-based marine conservation projects implemented by TNC and NOAA throughout the main Hawaiian Islands.

The fellowship experience will operate from a foundation of science, and incorporate both traditional knowledge and contemporary resource management approaches. Applicants are expected to bring ideas on how their fellowship experience can be used as a vehicle to integrate and communicate science and scientific concepts in concert with traditional knowledge and customary practice with the public, including community groups, user groups and stakeholders, and other professionals. Scientific skill development during the fellowship experience will include qualitative and quantitative analysis.
Primary duties and functions of a Marine Fellow include:

- Actively participating in a two-way learning program.
- Documenting work and learning progress through a journal and quarterly reports.
- Assisting TNC and our project partners in planning, managing, monitoring, and assessing the conservation effectiveness of community-based projects.
- Coordinating and participating in community volunteer events at TNC and NOAA project sites.
- Interacting respectfully and intelligently with our community partners.
- Cultivating relationships with community, government, and other partners.
- Assisting in the development and implementation of conservation action plans.
- Interacting regularly with previous marine fellowship program graduates.
- Building and managing project databases in a variety of software programs (e.g., Excel, ArcGIS).
- Monitoring biological and human-use indicators at our project sites.
- Removing invasive coastal and marine species.
- Monitoring and researching species and native habitats.
- Providing feedback on and contributing to the growth of the MCFP.
- Assisting in the training of staff, interns and volunteers.

PREFERRED QUALIFICATIONS:

- Demonstrated commitment to the mission, goals and core values of The Nature Conservancy.
- Commitment, dedication and passion for conserving Hawai‘i’s marine ecosystems.
- Willingness to invest in Hawai‘i communities and commit to enhancing the quality of life in the area.
- Ability to complete tasks efficiently and in a timely manner.
- Working knowledge of common software applications (e.g.; Word, Excel, Web browsers).
- Excellent written and oral communication skills.

COMPLEXITY/PROBLEM SOLVING:

- Learns resource management concepts and tools, TNC procedures, and interaction/communication skills.
- Learns how to gather and compile 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.
- Critically evaluates and assesses viability of information received from a variety of sources before applying it to management projects.
- 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.
- A strong drive for results.
- Assists with multiple projects as needed.

DISCRETION/LATITUDE/DECISION-MAKING:

- Reports to and performs under the direct supervision of the Marine Fellowship Program Coordinator, and consults with TNC Marine Program Staff.

COMMUNICATIONS/INTERPERSONAL CONTACTS:

- Solid ability to identify with people, build rapport and develop constructive and effective relationships with all kinds of people and 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.
- Commitment to institutional partnering. Experience in ensuring that partnerships are viable and productive over the long term.

**WORKING CONDITIONS/PHYSICAL EFFORT:**
The Marine Fellow may work in variable weather conditions, at remote outdoor locations, on difficult and hazardous terrain, coastal and marine environments, and under physically demanding circumstances. These conditions may present the possibility of injury and require:

- considerable physical exertion and/or muscular strain.
- SCUBA certification (training provided if not certified).
- long hours in isolated settings.
- travel to neighboring and other Pacific islands.
- a valid Hawaii driver's license.

**TO APPLY:**
Please complete an online application by March 15, 2012 at www.nature.org/careers and upload as one document, a resume and cover letter. Your cover letter must address the basic qualifications required above and the following three questions:

1) Why are you an outstanding candidate for the marine fellowship program?
2) What is your interest and experience relating to marine resource management in Hawai‘i?
3) What are your short- and long-term career goals, and how would these contribute to the future of marine resource management in Hawai‘i?

The Nature Conservancy is an Equal Opportunity Employer.