**POSITION AND SALARY:** Coral Reef Project Coordinator; $35,000 P/A

**LOCATION:** Commonwealth of the Northern Mariana Islands, Office of the Governor, Division of Environmental Quality (DEQ)

**OVERVIEW:** This position will serve as Coral Reef Project Coordinator at the CNMI Division of Environmental Quality. S/He will assist in the coordination and implementation of all aspects of the CNMI Coral Reef Program.

**DUTIES AND RESPONSIBILITIES:**

*Summary of Position:* Prepares, assembles, edits, formats, and write grant proposals, reports, and publications related to the Program. Coordinates outreach and education activities related to programs.

- Assist the POC/NPS manager in coordinating, planning and implementing all aspects of the CNMI Coral Reef Program.

- Provide support to the Point of Contact (i.e., write, submit, manage and compile grant proposals and semi-annual grant progress reports.

- Enhance stakeholder involvement in planning and implementation of conservation projects in priority watersheds. Provide opportunity for community hands-on involvement in coral reef protection.

- Provide residents, guest workers, and visitors with guidance on how they can limit or eliminate their adverse impacts to coral reefs through personal behavior, usage, and lifestyle changes.

- Facilitate improved interagency and agency-stakeholder collaboration, coordination and communication.

- Act as the CNMI’s Point of Contact for the Micronesia Challenge Communications Working Group, and coordinate and supervise the Micronesia Challenge Young Champion.

- Coordinate and produce content for weekly environmental page, other publications and outreach material as needed.

- Conduct ongoing awareness of the environment in general, and in particular coral reef protection, by assisting NPS staff in the coordination school visits and presentations, and as requested by K-12 schools and college.

- Coordinate actions between the CNMI local regulatory agencies
including the Coastal Resources Management Office (CRMO) and Division of Fish and Wildlife (DFW) in support of the CNMI coral reef management priorities.

- Prepare written quarterly and/or semi-annual reports to local and federal agencies with regards to assigned projects.
- Performs other related duties as assigned and as schedule permits.

*EDUCATION REQUIREMENTS:*

Bachelor’s degree from an accredited university in natural resource management or related field plus two (2) years of experience in project coordination, grant administration, environmental education and knowledge of coral reef ecosystems and local coral reef management priorities.

*OTHER REQUIREMENTS:*

- Experience in interagency coordination, project management and grants management
- Excellent writing, verbal, and computer skills
- Willingness to travel as required
- Valid Driver’s License
- Must be a permanent resident (i.e. U.S. Citizen or Green Card Holder)

For questions or clarifications, contact Fran Castro at (670) 664-8525 or email francastro@deq.gov.mp. To apply, please fill out an employment application (downloadable at http://www.deq.gov.mp/section.aspx?secID=14), send a resume and cover letter to Fran Castro at the above email address by *15 June 2012 at 4:30 pm (CNMI/Guam time)*.

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