

The Nature Conservancy

POSITION DESCRIPTION

POSITION TITLE:	CORAL CONSERVATION MANAGER
JOB FAMILY:	Conservation
JOB NUMBER:	450004
SALARY GRADE:	5
FLSA STATUS:	Exempt
LOCATION:	St. Croix, Virgin Islands
SUPERVISOR:	US Territories Country Representative
DURATION:	3 year position (ends June 30, 2012)
DATE PREPARED:	July 17, 2009

BASIC QUALIFICATIONS

- Bachelor's degree and 3 years experience in natural resource management or equivalent combination of education and experience.
- Experience communicating with the public and/or media both in writing and verbally.
- Experience using common software applications such as Word, Excel, Web browsers, etc.
- Experience performing physical work (if required).
- Experience coordinating multiple projects with several variables, setting realistic deadlines and managing timeframes.

ESSENTIAL FUNCTIONS:

The Coral Conservation Manager develops, manages and advances coral conservation programs, plans and methods for the Caribbean Program in the US Virgin Islands. Provide technical leadership and support to the Caribbean Program as related to coral restoration and conservation activities. May manage conservation data, participate in ecoregional planning, develop project packages, respond to landowner inquiries and maintain manual project records. May include collecting, assembling and analyzing various types of data, in the field or through document surveys, producing maps using GIS software and assisting in the production of reports.

This may include one or more of the following functions:

- Plans and directs coral conservation efforts in the US Virgin Islands.
- Identify stony corals and address critical threats to species level.
- Fosters cross-site learning among conservation community.
- Supplies ecoregional planning teams with information for site portfolios.
- Develops and implements coral conservation strategies.
- Employs a full range of protection tools to acquire varying degrees of legal interest in coral reef restoration and implements a variety of strategies to secure public and private support for TNC coral conservation priorities.
- Furthers the Conservancy's coral strategic goals through coral restoration and conservation activities.
- Coordinates community support.
- Implements coral stewardship management plans.
- Coordinate and supervise coral restoration work with staff, divers, and partners while providing logistical support.
- Experience coordinating multiple projects with several variables, setting realistic deadlines and managing timeframes.

Responsible for monitoring and managing budget, contracts and grant agreements. Must have the ability to review and interpret financial data and prepare financial reports. Provides overall financial support for administrative activities associated with grant. Other administrative tasks include answering correspondence, filing, copying, and general administrative support to the marine conservation program.

SPECIFIC POSITION REQUIREMENTS:

The Coral Conservation Manager will be responsible for specific duties as described below:

- Coordinate coral conservation efforts in the US Virgin Islands
 - Must have strong administrative skills including attention to detail and numerical ability. Ability to plan, administer and record financial results. Monitor and manage grant budget, contracts and prepare financial reports as required by Federal Government.
 - Facilitate effective communication among coral reef managers and support regular meeting activities.
 - Manage coral restoration activities at 3 sites.
 - Facilitate coral disturbance response in support of management authorities.
 - Identify story corals to species level and collect data underwater utilizing SCUBA. SCUBA certification with the ability and willingness to engage in scientific diving tasks in depths up to 60 ft. are required. Prior experience in scientific diving preferred. Proof of evidence required of SCUBA certification from internationally recognized organization. Previous Scientific Diver Certification from an AAUS institution preferred.
 - Maintains databases in Microsoft Excel. Ability to accurately input environmental and ecological data from various monitoring programs into databases. Manage and assist in analyzing data for progress reports.
 - Assists in the maintenance of boats and dive equipment. Demonstrated ability to safely operate a small powerboat preferred. Must have working knowledge of safety guidelines for operating a boat and must follow all state, local and federal regulations specified for the operation of the motorized watercraft. Must follow recommended safety guidelines and precautions specified for said work.
 - Working knowledge of GIS computer technology and ability to create new maps from existing data.
 - Current CPR, First Aid and Oxygen First Aid Certifications preferred.
 - Excellent physical condition.
 - Willingness to travel frequently in the US Virgin Islands and occasionally outside the area. Must have or be able to obtain a valid Driver's License and must have a safe driving record.
 - Experience managing and prioritizing tasks from multiple sources.
 - Provides general support for The Nature Conservancy's marine conservation program including preparing reports, answering correspondences, filing and copying
 - Other duties as assigned.
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REQUIRED KNOWLEDGE AND SKILLS:

- Bachelor's degree in biology, ecology, natural resources management preferred or related field and 3-5 years related work experience or equivalent combination of education and experience.
- Ability and willingness to apply science to decision-making and guide activities.
- Ability to communicate and work closely with scientists.
- Working with media and influential officials, especially governmental, to improve Conservancy programs' outcomes.
- Familiarity with principles of coral reef restoration.
- Knowledge of ecological coral reef management principles.
- Knowledge of current trends and practices in conservation, land management and natural resource preservation.
- Experience in training and curriculum design.
- Demonstrated experience communicating effectively with the public and/or media.
- Completing tasks independently with respect to timeline(s).
- Managing time and diverse activities under deadlines while delivering quality results.
- Working knowledge of common software applications (e.g.; Word, Excel, Web browsers).
- Excellent communication skills via written, spoken and graphical means in English and other relevant languages.
- Current CPR, First Aid and Oxygen First Aid Certifications desired.
- Previous Scientific Driver Certification from an AAUS institution preferred.

COMPLEXITY/PROBLEM SOLVING:

- Coordinates multiple projects with several variables, setting realistic deadlines and managing timeframes.
- Interprets guidelines, evaluates information and modifies processes to adapt to changing circumstances
- Compiles data, resolves disparities, and modifies processes to generate plans.
- Resolves routine issues independently, consulting with supervisor to develop plans for resolution of complex and unusual problems.
- Cultivates and develops creative ideas to improve conservation strategies.
- Applies diversified knowledge of scientific principles and practices to a variety of assignments
- Negotiates complex agreements in political environments.
- Identifies and disseminates lessons learned, best practices and methods, tools, consistencies and inconsistencies across plans.

DISCRETION/LATITUDE/DECISION-MAKING:

- Ability to make sound decisions for TNC is the following areas (legal, financial, conservation, reputation).
- Makes independent decisions based on analysis, experience, and judgment.
- Performs tasks with minimal supervision.

RESPONSIBILITY/OVERSIGHT – FINANCIAL AND SUPERVISORY:

- Supervise administrative and professional staff with responsibility for performance management, training and development.
- May lead or monitor work groups consisting of staff, interns, and volunteers covering a wide geographic area
- May need to gain cooperation from outside parties to accomplish program goals.
- Financial responsibility may include working within/managing a budget to complete projects, negotiating and contracting with vendors, assisting with budget development and meeting fundraising targets.
- Ensures program compliance with internal policies and external requirements.

COMMUNICATIONS/INTERPERSONAL CONTACTS:

- Networks with diverse groups, including land owners, conservation partners, government officials, donors, board members and the general public to recruit support for the Conservancy and publicize Conservancy efforts.
- Provide a variety of information to staff and others, contributing to conservation projects and assisting workflow throughout the organization.
- Work and communicate effectively with a diverse group of people, including scientists, preserve staff and others, providing and obtaining needed information.
- Collaborates with a wide range of conservation partners to identify research needs, present technical concepts at national or international conferences, and support fieldwork.
- Provides training for internal and external colleagues on ecological and conservational scientific principles
- Ability to simplify and explain the principles of conservation science and practices to technical and non-technical audiences.
- Communicates strategic project goals and objectives.

WORKING CONDITIONS/PHYSICAL EFFORT:

The Conservation Practitioner IV may work in variable weather conditions, at remote locations, on difficult and hazardous terrain and under physically demanding circumstances. These conditions:

- require considerable physical exertion and/or muscular strain
- present frequent possibility of injury
- require long hours in isolated settings
- frequent travel

Due date July 31, 2009

The Nature Conservancy is an Equal Opportunity Employer.