

## POSITION DESCRIPTION

<b>JOB TITLE:</b>	Reef Restoration Program Associate
<b>SALARY:</b>	Commiserate on experience
<b>SUPERVISOR:</b>	Restoration Program Manager, Coral Restoration Foundation
<b>SUBMISSION:</b>	Applications will be accepted until the position is filled. Please email applications to: <a href="mailto:jessica@coralrestoration.org">jessica@coralrestoration.org</a>

## APPLICATION MATERIALS

1. Cover Letter that speaks to your interest to be a part of CRF restoration efforts and what you can bring to this dynamic team (limit 1 page).
2. Resume presenting related experience concisely and directly addressing items in this position description (limit 2 pages).
3. Contact information and relationship to application for three references. Please note, if applicants are formerly associated with CRF, referees should come from outside the current CRF Team.

## CORE VALUES

The chosen candidate should embody the core values of CRF. This includes the ability to be team-oriented, and able to work with a diverse group of staff, interns, volunteers, donors and community members.

*CRF Values Statement:* CRF is driven by action and results. CRF believes that through education and innovation, we provide hope for coral reefs and future generations. We act with honesty, respect, and integrity at all times as representatives of the organization. CRF promotes a positive working environment that values teamwork, education, and financial stewardship of the resources entrusted to us.

## BASIC QUALIFICATIONS

- Bachelor's degree in Biology/Ecology/Conservation; experience with coral reef ecosystems preferred.
- SCUBA certified as Rescue Diver or greater.
- PSI-PCI Certified (Preferred).
- First AID and DAN O2 Certified (Preferred).
- Experience with boating and trailering. Coast Gard certified captain preferred.

## ESSENTIAL FUNCTIONS

In addition to the applied functions of this position, CRF is looking for a motivated candidate, who is motivated, reliable, and displays strong core characteristics. This position involves working in a complex underwater environment, often managing 3-5 additional divers. CRF is looking for a team member who thinks critically and is intuitive. They are able to adjust to changes and able to

problem solve on the spot. They maintain a high level of spatial awareness, both for divers' safety and in an effort to complete task well.

This position will be based in Key Largo, Florida, USA. This position is responsible for assisting in restoration operations, including work in coral nurseries, outplanting sites, monitoring efforts and facilities maintenance. This includes (but is not limited to): working with endangered corals, building structures for coral growth, research, or facilities support, managing fellow divers, boating and trailering, mechanical repairs etc. Assist in leading and participating in monitoring trips, setting up experiments in both nursery and reef restoration sites. Provides day to day task descriptions and updates to Program Manager as well as ad hoc reports as needed. Assist in the oversight of CRF's standard operating procedures for all restoration activities. Serves as field-based team member responsible for executing coordinated restoration efforts.

### **KNOWLEDGE/SKILLS**

- Bachelor's degree in Biology, Ecology, Marine, or Environmental sciences. Excellent communications in English, both orally and in writing.
- Critical thinking
- Spatial awareness of surroundings and fellow divers.
- Demonstrated experience using MS Office (Word, Excel and Outlook), Garmin GPS software, and Google products (Google Earth and calendar features).
- Proven organizational and analytical skills and attention to detail.
- Demonstrated experience boating and trailering 6-PAK vessels in the open ocean.
- Familiarity with SCUBA tank, compressor, and gear maintenance.

### **COMPLEXITY/PROBLEM SOLVING**

- Critical thinking to adapt or modify processes in response to changing circumstances.
- Coordinate multiple tasks with many variables, while working on SCUBA.
- Solve routine problems independently; consult Program Manager for unusual or complex problems.
- Spatial awareness and attention to detail while working in the underwater environment critical.

### **TEAM WORK AND EFFECTIVE COMMUNICATIONS**

CRF operates with a small staff of 11 people and rely on our seasonal interns as well as local volunteers to accomplish our mission and work effectively on the water. We are a lean operation, and team work is crucial to our success. Being an effective team member means not only having the ability to work with your fellow staff members but also to be a positive example to our interns and volunteers (both on the water and off). Interested candidates should be able to work well with and communicate with a diverse group of people including fellow staff, interns, volunteers, the public, donors and partners.



5 Seagate Boulevard  
Key Largo, FL 33037

(305) 453-7030  
coralrestoration.org

Interested candidates should be able to:

- Manage groups of divers with various levels of dive skill and certifications.
- Clearly articulate tasks by explanation and demonstration.
- Occasionally communicate with internal and external contacts to seek or convey information and coordinate arrangements.
- Consistently demonstrate professional, positive, and approachable attitude/demeanor and discretion.

#### **WORKING CONDITIONS/PHYSICAL EFFORT**

Work requires high level of physical exertion and/or physical strain. Work environment involves frequent exposure to various elements (sun, wind, rain etc.). Typical workweek is Monday through Friday, 9-5pm, however a willingness to travel and work flexible hours and weekends is essential.

**Coral Restoration Foundation is an Equal Opportunity Employer.**