



CONSULTANT POSITION DESCRIPTION

JOB TITLE:	Restoration Coordinator, Independent Contractor
LOCATION:	St. Croix, USVI
SALARY RANGE:	Commensurate with experience
HOURS:	Full Time plus occasional special events
SUPERVISOR:	Director of Restoration Strategy, CRF™
SUBMISSION:	Email Application Materials to: Jessica@coralrestoration.org Applications are due by December 1 2023 . Save application as: Last name.first name.date of submission

APPLICATION MATERIALS

- **PAGE 1:** Cover Letter that speaks to your interest in being a part of CRF™ conservation mission and what you can bring to this team as an independent contractor (limit 1 page).
- **PAGE 2-3:** Resume presenting related experience concisely and directly addresses items in this position description (limit 2 pages).
- **PAGE 4:** Contact information and relationship to applicant for two references. Please note, if applicants are formerly associated with CRF™, references should come from outside the current CRF™ Team.
- **PAGE 5:** Scans of your highest level of SCUBA certification, First Aid, CPR and Oxygen Provider, and highest level of boating certification/training (if applicable).

ABOUT THE CORAL RESTORATION FOUNDATION™

CRF™ is a United States (US) 501(c)3 tax-exempt non-profit ocean conservation organization. The core mission of CRF™ is to restore coral reefs, to educate others on the importance of our oceans, and to use science to further coral research and coral reef monitoring techniques. CRF™ does not believe that the plight of coral reefs in the 21st century is hopeless. In fact, CRF™ has developed a strategy for coral reef restoration that exists at the intersection of four core CRF™ programs: (1) restoration, (2) science, (3) education, (4) global.

Total CRF™ contributions and other financial support were approximate \$3.1 million in 2019, \$3.5 million in 2020, \$4.7 million in 2021 and \$5.9 million in 2022. This growth in public and private support is proportionately reflected in growing staff activities such as nursery maintenance, coral transplantation, data collection, boat and warehouse operations, contract negotiation and compliance, and other administrative activities. Funding has been a mix of public grants and foundation donations. In recent years CRF™'s contributions to reef restoration have been acknowledged through numerous accolades and consistent media coverage.

CORE VALUES

The chosen contractor 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. We cultivate an immersive environment to develop team members, volunteers, and interns through mentorship.

POSITION BACKGROUND

Tropical coral reefs are declining at unprecedented rates globally, imperiling the communities most dependent on the ecosystem services they provide. It is widely acknowledged that without active intervention (e.g., coral restoration) the benefits derived from coral reefs will be lost or materially degraded. Active coral restoration at local levels can postpone, if not abate, these global stressors. As such coral restoration has been identified as a priority in many locations. One such location, with an expanding investment into coral restoration implementation is the US Virgin Islands. To aid in the coordination of these growing restoration efforts, VI-RoCS was formed in 2020 and recently released a Coral Restoration Plan for the territory that identifies several critical sites to prioritize interventions. While CRF has actively been working to restore reefs in the Florida Keys since 2007, we have a unique opportunity to aid in expanding coral restoration efforts in the US Virgin Islands.

As CRF™ develops its presence and begins to contribute to the existing restoration efforts in St. Croix and St. Thomas, we are seeking a very efficient, dynamic, and creative individual to help develop our program from the ground up. This position will be based in St. Croix, where they will work to oversee the implementation and management of restoration efforts on Long Reef and support restoration efforts in St. Thomas at Coki Beach. CRF™ will provide a final scope of work defining contract deliverables to promising candidates prior to an offer and onboarding. Restoration efforts are guided by the priorities and restoration targets outlined in the Coral Restoration Plan and will continue to be coordinated with DPNR, NOAA's Restoration Center, and VI-RoCS.

ESSENTIAL FUNCTIONS

While CRF™ has an immense amount of experience in Florida and as a leader in the restoration field, this will be our first efforts formally working in the US Virgin Islands. As such, this consultant plays a very pivotal role in the development of our programming and restoration implementation. This contract encompasses a wide range of responsibilities including the building of professional relationships with corresponding entities throughout the USVI such as dive shops, community groups, marinas, fellow restoration practitioners, and management agencies. The US Virgin Islands Coral Restoration Coordinator would also be responsible for the maintenance of a restoration facility and associated equipment. This person will work hand in hand with the Director of Restoration Strategy to grow, enhance, and develop coral restoration efforts in the USVI.

This position is based in St. Croix, USVI. Applicants must have a positive attitude while being self-motivated, reliable, and display strong core characteristics as described in CRF's value statement.



This position involves working in a complex underwater environment, maintaining high safety standards while often managing 3-5 additional (sometimes relatively inexperienced) divers. We expect that this consultant is capable of multi-tasking and has the ability to think critically while being intuitive and proactive. They can adjust unexpectedly to changes and readily solve problems. They must achieve and maintain a high level of spatial awareness, for divers' safety and to complete restoration tasks seamlessly.

This position is a field-based role who is responsible for overseeing restoration activities in Long Reef, in support of the Director of Restoration Strategy and CRF's annual restoration goals in the USVI. While the primary purpose of this position is to facilitate diving and field-based tasks, this work is also supplemented with land-based activities designed to support CRF's efforts. They will work closely with the Director of Restoration Strategy and other team members help plan and execute operations.

In response to applicants and prior to final selection, CRF™ will provide a final statement of work detailing the consulting contract prior to onboarding. Detailed deliverables will include a timeline for implementation and milestones across a multi-year contract.

The three main areas of focus include (but are not limited to) the following:

Responsibilities (including, but are not limited to):

- ***Oversee Coral Restoration Implementation in USVI***
 - Coordinate with the Director of Restoration Strategy.
 - Successfully perform and oversee restoration and field-based responsibilities within in-situ nurseries, outplanting, and monitoring.
 - Trailer, launch, and drive small crafts to restoration sites.
 - Oversee small teams of divers to complete tasks according to CRF's standard operation and safety procedures.
 - Nursery structure assembly, general maintenance of tools, and ordering restoration supplies as needed.

- ***Project Reporting and Management***
 - Manage data collection and data entry across all restoration task (nursery, outplanting, monitoring and dive log) within CRF's master repositories.
 - Maintain and update records such as coral collection sites, nursery maps, and outplanting records according to CRF™ data standards and cloud-based platform.
 - Assist in the development of permit and funding reporting as needed.



- **Community Liaison**
 - Coordinate with local volunteers or contractual divers.
 - Coordinate with local dive shops to secure restoration charters as needed.
 - Present CRF's efforts at public and community events as needed.
 - Liaison with coral restoration partners in the region.
 - Lead volunteer training opportunities (with support from CRF's Education Department).

We would expect a successful contractor to have the following characteristics:

- Bachelor's degree from an accredited institution in Biology, Ecology, Marine, or Environmental sciences.
- Strong organizational, communication, planning and analytical skills.
- Ability to plan and manage projects to successful and timely completion.
- Spatial awareness of surroundings and fellow divers. This means being able to watch and manage dive teams while also being able to accomplish tasks within nurseries and at restoration sites.
- SCUBA certified as Dive Master or higher, from an internationally recognized training agency with a minimum of fifty (50) open water dives; a minimum of thirty (30) of those dives as ocean dives and a minimum of five (20) boat dives.
- Strong critical thinking skills and the ability to adapt or modify processes in response to changing circumstances and a demonstrated ability to solve routine problems independently.
- Current certifications for: First Aid, CPR and O2 Provider with the certification issued from an internationally recognized agency.
- Small boat handling and boat trailering experience is essential. Preference to MOCC Certified or Coast Guard Licensed Captains.
- Proficient in using MS Office (Word, Excel and Outlook), Teams, Garmin GPS software, and Google products (i.e. Google Earth). Effective oral and written communication skills
- Deep integrity, with an unwavering commitment to ethical behavior and communication.

Desirable Skills and Knowledge

- Practical (first-hand) experience with CRF's restoration methods and priorities.
- Experience living and working in the USVI is highly valued.
- Nonprofit program management
- Operational and strategic planning
- Personable and team oriented
- Self-motivated



TEAMWORK AND EFFECTIVE COMMUNICATIONS

CRF™ operates with a small staff of 30 people and relies on our seasonal interns, consultants, as well as volunteers to accomplish our mission and work effectively on the water. We are a lean operation, and teamwork is crucial to our success. Being an effective team member means not only having the ability to work with CRF™ staff 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, media, and partners.

Interested candidates should be able to:

- Look forward and plan accordingly keeping long-term goals and priorities in mind.
- Successfully supervise diverse groups of divers with various levels of dive skills and certifications.
- Clearly articulate tasks by explanation and demonstration.
- Communicate with internal and external contacts to seek or convey information and coordinate critical activities.
- Consistently demonstrate professional, positive, and approachable attitude/demeanor and discretion.

WORKING CONDITIONS/PHYSICAL EFFORT

Work requires high levels of physical exertion and/or physical strain. Must be able to carry 65 pounds and able to lift 35 pounds overhead. This position is expected to perform 3 shallow-water scuba dives for up to 5 consecutive days per week. Work environment involves frequent exposure to various elements (sun, heat, wind, rain, cold, etc). Typical work week is 9am-5pm, 5 days a week, inclusive of weekends. Additionally, a willingness to travel and work flexible hours is essential. This individual will be expected to scuba dive as well as work in an office to complete related administrative tasks. CRF™ requires Covid Vaccination (subject to applicable federal/state guidelines) to join our team.

Coral Restoration Foundation™ is an Equal Opportunity Employer.