



POSITION DESCRIPTION

JOB TITLE:	IT & Data Administrator
SALARY RANGE:	Commensurate with experience
LOCATION:	Tavernier, Florida
SUPERVISOR:	Science Program Manager
JOB STATUS:	Full Time, Exempt
SUBMISSION:	Email Applications Materials to: alex@coralrestoration.org

APPLICATION MATERIALS

1. Cover letter that speaks to your interest in being a part of CRF™ conservation mission 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 applicant for two references. Please note, if applicants are formerly associated with CRF™, references should come from outside the current CRF™ Team.

ABOUT 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 and (4) global.

Total CRF™ contributions and other financial support were approximately \$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 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. We cultivate an immersive environment to develop employees, volunteers, and interns through mentorship.



ESSENTIAL FUNCTIONS

This position is based in Tavernier, Florida, USA. The IT and Data Administrator contributes to CRF™ administrative and data science goals by managing and improving CRF's everyday hardware, software, and technological infrastructure, while also exploring and implementing novel methods for the acquisition, storage, and processing of CRF's field and administrative data sets. The role is also expected to create and implement standard operating procedures for CRF's technology needs and create an annual operating plan and budget in support of CRF's annual goals.

CRF™ team members think critically and are intuitive. Candidates for this position must be motivated, reliable, and display strong core characteristics as outlined in the CRF™ values statement above, as well as be able to adjust to changes and problem solve on the spot. This position involves working in a small, open office space in close, daily coordination with other staff members and interns. This position also involves a high degree of organization and attention to detail to ensure data integrity and continuous operation of essential technology systems (eg. computers, phone systems, and software licenses).

JOB RESPONSIBILITIES (including, but not limited to):

- ***Hardware, Software, and IT Infrastructure Management***
 - Develop and execute strategy for managing CRF™ hardware, including but not limited to deployment, troubleshooting, inventorying, and repairing, and replacing computers, tablets, televisions, conferencing equipment, and external storage drives.
 - Develop and implement a ticket system of tracking and addressing maintenance requests for CRF™ business operations, such as IT and facilities.
 - Manage and troubleshoot CRF™ internet and phone services at all CRF™ facilities (Key Largo, Tavernier, Key West), as well as configure any new such systems.
 - Develop and maintain television and audio systems at all CRF™ facilities, for both educational and video-conferencing purposes. If this involves purchasing new equipment, conduct cost-benefit analyses, purchase hardware, and oversee the installation process.
 - Maintain and deploy software licenses (eg Adobe, Microsoft, etc) in varying capacities for CRF™ staff and interns.
 - Conduct necessary onboarding of new staff and interns, including configuration of various user accounts and technology training upon new staff/intern arrival.
 - Develop staff cybersecurity protocols and conduct training for staff and interns to protect against phishing scams, account breaches, etc.
 - Develop and maintain CRF™ security and accessibility protocols for digital assets (eg website, social media accounts) and coordinate with appropriate CRF™ managers to evaluate and improve these assets.

- ***Data Management***
 - Evaluate existing data management procedures and develop improved protocols for the storage, transfer, and access of cloud-based documents and data at CRF™.
 - Periodically evaluate CRF™ data systems, ensuring that infrastructure is scalable and meets



the needs of a growing non-profit organization; determine best strategies/upgrades and implement solutions to these ends.

- Ensure that new protocols are adhered to; provide training for CRF™ staff and interns on appropriate data storage and management skills and practices.
- Troubleshoot data storage/access issues that arise in day-to-day operations.
- Work with CRF™ stakeholders to provide reporting such as data-centric figures and models for purposes specific to the stakeholder's program (eg Annual Report statistics, restoration monitoring reports, website/social media trends).

- **Administrative**

- Work with CRF™ stakeholders to develop annual operating budgets for the above tasks and responsibilities, assisting with analysis of program needs and costs.
- Establish and maintain natural disaster protocols to ensure physical and digital resources are protected.
- Periodically evaluate hardware/infrastructure for improvements and provide cost-benefit analyses when appropriate.
- Develop, implement, assure, and maintain written procedures and organization standards for IT/Data responsibilities listed above.
- Evaluate need for and execute purchasing of organizational assets including computers, televisions, and conferencing technology.

REQUIRED SKILLS AND KNOWLEDGE

- Bachelor's degree in computer science, information technology, or a similar field.
- 2-4 years of employment experience managing data and technology systems at medium-sized company; preference given to experience in a non-profit setting.
- Strong knowledge of programming languages and operating systems.
- Knowledge of modern data systems, best data management practices, and applications.
- Demonstrated experience in creating and implementing IT solutions for medium- to large-sized organization.
- Excellent communications in English, both orally and in writing.
- Proven organizational and analytical skills and attention to detail.

PROBLEM SOLVING ATTRIBUTES

- Critical thinking to adapt or modify processes in response to changing circumstances.
- Coordinate multiple simultaneous tasks with many variables by evaluating competing/overlapping requirements or interests and prioritizing appropriately.
- Solve routine problems independently; consult with colleagues/management for unusual or complex problems.
- Clearly and professionally articulate solutions, support, and help to a diverse staff with varying technological needs and experiences.

PERSONAL CHARACTERISTICS

- Deep integrity, with an unwavering commitment to ethical behavior and communication.
- Consistently demonstrate professional, positive, and approachable attitude/demeanor and discretion.



TEAMWORK AND EFFECTIVE COMMUNICATIONS

CRF™ operates with a modest staff of approximately 30 people and relies on a robust educational intern program, seasonal employees, and local volunteers to accomplish our mission and work effectively. 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 your fellow staff members but also to be a positive example to our interns and volunteers. 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.

Interested candidates should be able to:

- Work with a diverse group of stakeholders, both inside and outside of the organization.
- Clearly articulate tasks by explanation and demonstration.
- Occasionally communicate with internal and external contacts to seek or convey information and coordinate arrangements.

WORKING CONDITIONS

Typical work week is 5 days per week over the course of Monday through Sunday, 9-5pm or modified to meet mission expectations. Work may require some physical strain and candidates must be able to carry 25 pounds. A willingness to travel locally and work flexible hours (e.g. for community events or at offsite facilities) is essential. CRF™ requires Covid Vaccination (subject to applicable federal/state guidelines) to join our team.

Coral Restoration Foundation™ is an Equal Opportunity Employer.