



## POSITION DESCRIPTION

<b>JOB TITLE:</b>	Educational Field Associate (Coordinator)
<b>SALARY RANGE:</b>	Commensurate with experience
<b>HOURS:</b>	Full Time, Exempt plus occasional special events
<b>SUPERVISOR:</b>	Education Program Manager, CRF™
<b>SUBMISSION:</b>	Email Application Materials to: <a href="mailto:derek@coralrestoration.org">derek@coralrestoration.org</a>

## 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 addresses 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™, referees should come from outside the current CRF™ Team.

## 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 21<sup>st</sup> century is hopeless. In fact, CRF™ has developed a strategy for coral reef restoration that exists at the intersection of three core CRF™ programs: (1) restoration, (2) science, and (3) education.

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 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**

The Educational Field Associate position is for the purpose of growing, maintaining and coordinating the recreational dive programs within the Education Department, reporting to the Education Program Manager. The current Recreational Dive program exists to educate recreational divers on the work and scope of our organization. The recreational divers participate in a classroom session, brief training, and several dives. CRF Coral Crew, in the form of volunteers, interns or staff, facilitate the dives as “science guides” on these programs, which are coordinated internally with local dive operators or directly with visiting dive groups.

The Educational Field Associate is responsible for: a) expanding and implementing a recreational dive program; b) overseeing all related aspects of their marketing and implementation; c) developing new and managing existing relationships with core program partners at local, regional, and international levels; and d) working collaboratively with all staff to facilitate the success of the program.

## **Job Responsibilities** (including, but are not limited to):

- ***Recreational Dive Coordination***
  - Develop the recreational dive program to become both a volunteer generator and an immersive outreach tool that can be packaged and exported between CRF locations.
  - Maintain a recreational dive program that is informative, interactive and inclusive.
  - Work with the Communications Department to create and execute a marketing plan to promote the program nationally and internationally.
  - Build relationships nationally to establish new partnerships with recreational divers, dive groups, dive shops and dive organizations.
  - Work with CRF leadership to build relationships internationally to establish new partnerships with recreational divers, dive groups, dive shops, and dive organizations outside the US.
  - Manage program bookings and the financial aspects of the dive programs under the supervision of the Education Program Manager.
  - Manage programs by: Working with customers and operators to plan and schedule programs in advance, Clearly communicating expectations, and managing required paperwork.
  - Maintain a high level of safety in all aspects of the dive programs; working with the DSO/COO as necessary in a manner that meets or exceeds CRF’s safety standards.
  - Establish and implement staffing for programs (using CRF staff, interns and volunteers).
  - Collaborate in the development of education materials for the dive programs.
  - Provide necessary internal training for staff or interns on program expectations, customer service, and safety.
  - Manage and maintain all data are in compliance with DSO and audit standards.
  - Assist in special projects requiring Recreational Dive Programs as necessary.
  - Jointly manage with CRF staff and departments aspects of CRF’s annual Coralpalooza event.
  
- ***Other Duties***
  - Assist with maintenance of Exploration Center as requested or directed.
  - Assist in special projects with other departments as requested or directed.
  - Assist with implementation of Citizen Science Program as requested or directed.
  - Assist with restoration activities as needed.



- Work collaboratively across departments within the organization such as Communications, Development, Administration/Accounting, Reef Restoration and Science.
- Work with Education Program Manager to design / implement Yearly Budget and Operating Plan.

### **Required Skills, Knowledge and Personal Characteristics**

- Bachelor's degree from an accredited university
- Dive master through an internationally recognized certification agency
- Two years of experience in a related field: dive industry, environmental nonprofit, conservation organization, recreation/tourism management and/or business/marketing
- Desire to design and implement educational dive programs
- Effective oral and written communication skills
- Proficiency in Microsoft Excel and Word with a strong understanding of general computer technology
- Ability to plan and manage projects to successful and timely completion
- Agent of change – anxious to improve self, business process, data quality and business performance
- Deep integrity, with an unwavering commitment to ethical behavior

### **Desirable Skills and Knowledge**

- Dive instructor through an internationally recognized certification agency
- Entrepreneurial experience
- Nonprofit program management
- Operational and strategic planning
- Personable and team oriented

### **COMPLEXITY/PROBLEM SOLVING**

- Critical thinking to adapt or modify processes in response to changing circumstances.
- Solve routine problems independently.
- Self-motivated: identify and implement changes and improvements to processes and procedures.

### **TEAMWORK AND EFFECTIVE COMMUNICATIONS**

CRF operates with a small staff of 20 people and relies 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 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 (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.

*Interested candidates should be able to:*

- Work with a diverse group of stakeholders.
- 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**

The position requires scuba diving instructor level certification. This employee will be expected to scuba dive as well as work in an office to complete related administrative tasks.

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