



JOB TITLE Temporary Restoration Associate
SUPERVISOR: Restoration Program Manager
HOURS: Full-time 40hrs/week, including weekends and special events
DURATION*: 4 to 6-month position (approx. June – December 2023)
*based on Restoration Department programmatic needs

APPLICATION MATERIALS & SUBMISSION

1. Cover Letter that speaks to your interest in being a part of CRF™ restoration efforts and what you can bring to this dynamic team (limit two pages).
2. Resume presenting related experience concisely and directly addressing items in this position description (limit two pages).
3. Contact information and relationship to the applicant for a minimum of three references. If applicants are formerly associated with CRF™, referees should come from outside the CRF™ Team.
4. **All application materials must be submitted in one PDF document saved as: LastName.FirstName.SubmissionDate. For example Doe.Jane.01-15-2022**
5. Email the application PDF document to: Phanor@coralrestoration.org
6. Applications will be accepted until the position is filled.

*Applicants should note that we cannot respond to every inquiry during this process due to the high volume of interest in this position.

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 three core CRF™ programs: (1) restoration, (2) science, and (3) education.

Total CRF™ contributions and other financial support were approximately \$2.2 million in 2018, \$3.2 million in 2019, \$3.5 million in 2020 and \$5.9 million in 2021. 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 CRF™ core values. This includes but is not limited to being team-oriented and working with diverse staff, interns, volunteers, donors, and community members.



CRF™ Values Statement: CRF™ is driven by action and results. CRF™ believes we provide hope for coral reefs and future generations through education and innovation. We always act with honesty, respect, and integrity 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 through mentorship to develop employees, volunteers, and interns.

ABOUT THE POSITION

The Coral Restoration Foundation (CRF™) is filling multiple temp positions based on the attached job description. These are non-exempt, hourly employee positions with a 40-hour-per-week work schedule. The positions are temporary, and no benefits are offered except for the CRF™ paid holidays. The position is based in the Florida Keys, USA, either at the CRF™'s headquarters in Tavernier or at our regional Key West office.

ESSENTIAL FUNCTIONS

The Temporary Restoration Associate contributes to CRF™ restoration goals by assisting in holding a representative broodstock of regional coral biodiversity; propagating corals and species for reef restoration, species recovery, and facilitate external collaborations; outplanting produced corals to reefs to meet internal and external goals; and in the monitoring and reporting of gene bank, nursery, outplanting, and all other restoration operations.

You will work closely with the Restoration Program Manager, Coordinators, and fellow members of the Restoration Team to help plan, implement, and monitor restoration operations. This position has a mix of field and land-based tasks.

As a field team member, you will assist in executing CRF™'s day-to-day restoration and monitoring activities including (but not limited to): operating CRF™ truck, trailer, and vessel fleet daily; the operation of the in-situ gene bank; the maintenance and monitoring of the offshore coral nurseries; the implementation of outplanting and monitoring tasks at restoration sites; all while following CRF™'s standard operating procedures for restoration activities and data collection.

This position involves working in a complex underwater environment, operating vessels 28' and less, and maintaining high safety standards while often managing 3-5 additional (sometimes relatively inexperienced) divers. You must achieve and maintain a high level of spatial awareness, for divers' safety and to complete restoration tasks seamlessly.

In addition to the field-based functions of this position, the land-based activities may include (but are not limited to): nursery structure assembly; coral transfers; data capturing, recording, and analysis for current projects; maintaining supply inventories and preparing purchase requisitions; training of CRF™'s interns and supervision of intern projects; document, file, and prepare records for report writing, fueling vehicles and boats, and assisting in scuba gear and vessel maintenance with administrative and operations staff.



Applicants must have a positive attitude while being self-motivated, independent, reliable, and display strong core characteristics as described in CRF™'s value statement. A CRF™ Team Member is a multi-tasker who is expected to think critically while being intuitive. They can adjust unexpectedly to changes and readily solve problems.

The right candidate is motivated, reliable, and displays strong core characteristics as outlined in CRF™'s values statement above. CRF™ team members think critically and are intuitive. They can adjust to changes and readily solve problems. This position also involves a high degree of attention to detail to ensure that all data are entered, stored, and reported accurately and on time.

WE WOULD LOVE TO TALK TO YOU IF YOU HAVE THE FOLLOWING QUALIFICATIONS

- Minimum of bachelor's degree from an accredited institution in Biology, Ecology, Marine, or Environmental field.
- Rescue Diver SCUBA certification from an internationally recognized training agency, with a minimum of fifty (50) open water dives; at least thirty (30) of those dives as ocean dives and ten (10) as boat dives.
- First Aid, CPR, and O2 Provider certifications from an internationally recognized agency.
- Demonstrated Practical experience trailering and operating small boats (6-PAX vessels) in the open ocean is preferred.
- Excellent communication in English, both orally and in writing.
- Demonstrated experience using MS Office (Word, Excel, Teams and Outlook), Garmin GPS software, and Google products (Google Earth).
- Strong organizational and analytical skills.

WHAT WILL MAKE YOU STAND OUT?

- Master's degree in an applicable Biology, Ecology, Marine, or Environmental field.
- SCUBA Dive Master or higher certification.
- MOCC Certified or Coast Guard Licensed Captains.
- Practical experience in data analysis, statistics, and experimentation.
- Practical experience with GPS units, ArcGIS, and/or other ESRI data collection software.
- Practical experience in SQL, Python, R, Scala, or an equivalent language.
- Experience with SCUBA tank, high-pressure air compressor, gear repairs, and general vehicle or vessel maintenance.

COMPLEXITY AND PROBLEM SOLVING

- Critical thinking to adapt or modify processes in response to fluid circumstances.
- Coordinate multiple tasks with many variables, while working on SCUBA.
- Solve routine problems independently; consult Program Manager for unusual or complex problems.

TEAMWORK AND EFFECTIVE COMMUNICATIONS

CRF™ operates with a small full-time staff. CRF™ relies on interns, seasonal hires, and volunteers to accomplish its mission and work effectively on and in the water. This lean operation and a diverse and unified team are crucial to our success. Being an effective team member includes setting a positive and



professional example for the interns and volunteers, both on and off the water. It requires the sustained ability to work harmoniously with the CRF™ team, interns, volunteers, and the public, including donors, partners, and media. This job includes the ability to:

- Successfully supervise diverse groups of divers with various levels of dive skills and certifications.
- Clearly articulate tasks through verbal communication and visual demonstration.
- Communicate with internal and external contacts to seek or convey information and coordinate critical activities.
- Manage data collection and data entry systems within CRF™'s master information repositories.
- Participate in public speaking events and create presentation materials.
- Consistently demonstrate a professional, positive, and approachable attitude/demeanor and remain discrete.

WORKING CONDITIONS/PHYSICAL EFFORT

Work requires high levels of physical exertion and/or physical strain. Must be able to carry 65 pounds and lift 35 pounds overhead. This position is expected to perform three shallow-water SCUBA dives for up to 5 consecutive days per week. The work environment involves frequent exposure to various elements (sun, heat, wind, rain, cold, etc.). CRF™ requires Covid Vaccination (subject to applicable federal/state guidelines) to join our team.

Typical work week is five days per week from Monday through Sunday, 9-5pm or modified to meet mission expectations. A willingness to travel and work flexible hours and weekends is essential.

Coral Restoration Foundation, Inc is an Equal Opportunity Employer.