



BAY WATERSHED EDUCATION AND TRAINING (B-WET) HAWAII COORDINATOR

LOCATION: OAHU, IRC HONOLULU
SUPERVISOR: HUMAN RESOURCES & OPERATIONS MANAGER

Overview:

The Hawaii B-WET Coordinator works with program managers from NOAA's Office of National Marine Sanctuaries, Office for Coastal Management and Office of Education to provide technical support for the B-WET Hawaii grant program. Coordinator reviews B-WET grant proposals, participates in B-WET grant panel committees and B-WET grant site visitations. Coordinator serves as technical monitor for B-WET grants to grant applicants, recipients, and NOAA officials for matters related to grants and funding announcements. Coordinates funding recommendations and the review process for the current competition in coordination with the federal program officer. Promotes best grants management practices internally and externally to help ensure sound program operations through the training modules online with a federal program officer.

Responsibilities:

- Identify regional and education priorities for the BWET funding cycle.
- Draft future funding opportunity announcements
- Participates in B-WET advisory and active working groups.
- Provides grant training for B-WET applicants/grantees.
- Organizes and conducts the review panel. Develops panel score sheets. Develops list of recommended proposals. Prepares selection package. Facilitates NEPA reviews of recommended proposals. Facilitates review of recommended proposals. Develops award file, including checklists and other support materials.
- Provides technical assistance to grantees on national evaluation surveys, grant administration, financial management, and post-award requests for amendments.
- Conducts site visits. Reviews progress reports and implements database tracking tools, including running quarterly reports.
- Ensures compliance to award and agency terms and conditions
- Performs tasks in Grants Online, including the creation of a request for applications, entering of new proposals, and review of performance reports. Fields questions from applicants and provides answers, problem solves and addresses concerns.
- Represents national B-WET program and pacific region on the NOAA Education Council, serves as co-chair on the regional collaboration



- workgroup. Represents the B-WET program at the Pacific Region Outreach Group (PROG).
- Organize and conduct regional capacity building through a series of grant writing workshops. Works with team to plan, develop content, advertise and present workshops.
 - Organizes regional grantee meetings to share successes and lessons learned
 - Develops schedule and delivery of the evaluation tool demonstration for B-WET recipients to orient them to the national evaluation questions.
 - Supports Pacific NOS place based projects in Hawaii to ensure a high level of coordination and networking across communities and sites.
 - Maintains B-WET web site and highlight pages.
 - Conducts outreach for priority Pacific Region education activities.
 - Participates in selected state and regional educational activities for B-WET connections.
 - Performs other duties as assigned.

Qualifications:

- Bachelor Degree or higher in relevant field of study
- 2-4 years of demonstrated experience in developing and implementing environmental education programs, program evaluation, or community based outreach programs.
- Knowledge of marine conservation issues in Hawaii.
- Demonstrated knowledge of federal government award procedures including those related to grants management and procurement.
- Knowledge of developing stewardship programs to engage the public in protecting natural resources.
- Knowledge of NOAA and its partners and stakeholders.
- Knowledge of coastal and marine programs within NOAA.
- Must be able to communicate effectively with the public and be able to work as part of a team.
- Must be able to work independently.
- Must maintain professional courteous working relationships with staff, other agencies and the general public.
- Requires team and independent work, personal initiative, an outgoing personality, facilitation and conflict management skills.
- May involve travel to neighbor islands.



**National
Marine Sanctuary
Foundation**

Why You Will Love Us

- Dedicated and passionate staff committed to marine and Great Lakes conservation.
- 2 weeks Annual Leave, 2 weeks Sick Leave, and the week between Dec. 25-Jan. 1st paid
- Health Benefits: Medical with an FSA option, dental, and vision
- Preparing for the Future: 403(B) with employer contribution after one year of service

Compensation and Benefits: Salary commensurate with experience plus benefits. The Foundation offers a competitive benefits package.

Start Date: March/April 2020

To Apply: Applications should include a cover letter, resume, list of references and several writing samples to Applicants@marinesanctuary.org. Please be sure to put "B-WET Coordinator" in the subject line. Applications received prior to March 21, 2020 will be preferred.

The Foundation is an equal opportunity employer and actively works to insure fair and equal treatment of its employees.

About Us: The National Marine Sanctuary Foundation (Foundation) is a private, non-profit organization dedicated to strengthening and promoting U.S. national marine sanctuaries and marine monuments through conservation, science, education and community engagement.