



## Community Stewardship Coordinator

Location: Florida Keys, FL

Supervisor: FK Foundation Chapter Director

### Program Overview:

The National Marine Sanctuary Foundation (the Foundation) and its Florida Keys Chapter serving the Florida Keys National Marine Sanctuary are in need of a full time Coordinator to assist with the planning and execution of community stewardship activities surrounding two major programs located in the Florida Keys- Mission: Iconic Reefs and Goal: Clean Seas Florida Keys.

**Mission: Iconic Reefs** - In 2019, the National Oceanic and Atmospheric Administration (NOAA) launched *Mission: Iconic Reefs*, a bold initiative to restore seven coral reefs of the Florida Keys National Marine Sanctuary. This effort will restore nearly three million square feet of the Florida Reef Tract, about the size of 52 football fields, at seven key reef sites in the Florida Keys National Marine Sanctuary. It is one of the largest strategies ever proposed in the field of coral restoration. Iconic Reefs builds off of decades of pioneering restoration efforts proven successful in the Florida Keys involving growing and transplanting corals, setting the stage for this large-scale, multi-phased restoration effort. Additionally, Iconic Reefs aims to restore diversity and ecological function to the reefs by returning coral cover at target reef sites to a self-sustaining level.

**Goal: Clean Seas** - Established in 2018, Goal: Clean Seas Florida Keys initiative removes underwater marine debris from the Florida Keys National Marine Sanctuary. The Foundation and Chapter partners with sanctuary-recognized Blue Star Dive Operators to educate dive professionals and recreational divers on the best practices, perform scoping dives to identify hotspots and remove underwater debris.

In both of these programs, the Foundation works with the sanctuary to create opportunities for the community to play an active role in stewardship activities. Blue Star is a voluntary recognition program established by Florida Keys National Marine Sanctuary to reduce the impact of divers, snorkelers and anglers on the ecosystems of the Florida Keys. Through the Mission: Iconic Reefs and Goal: Clean Seas programs, Blue Star operators are given a unique opportunity to play a hands-on role in resource protection. Additionally, these programs provide incentives for operators to join the Blue Star program and become partners in protection.

### Responsibilities:

- Coordinate activities and provide opportunities for the community to be involved in the Mission: Iconic Reefs and Goal: Clean Seas programs.
- Participate in Mission: Iconic Reefs working groups to develop frameworks and materials for engaging Blue Star operators and community members in stewardship of Florida Keys National Marine Sanctuary, including serving as Chair of the Iconic Reefs Stewardship and Community Engagement Working Group.
- Coordinate with the Mission: Iconic Reefs Implementation Manager and the Monitoring and Implementation Lead to identify locations and frequency of stewardship activities. Coordinate reporting of data developed by participants in the community stewardship efforts.
- Communicate with the Foundation, the Florida Keys National Marine Sanctuary Foundation, and Florida Keys National Marine Sanctuary for overall program administration, budget and operations management
- Act as liaison between the Foundation, Blue Star operators, volunteers, and other program partners
- Recruit new Blue Star dive operator partners to the Mission: Iconic Reefs and Goal: Clean Seas programs working with the Florida Keys NMS and other key partners
- Develop Call for Proposals to receive applications for funding assistance from Blue Star operators and assist and answer questions.
- Generate and manage award contracts including ensuring all necessary permits and requirements are completed and up to date



- Host orientations and trainings and create materials for onboarding Blue Star operators to participate in programs
- Process incoming invoices after submitted by participating Blue Star operators
- Compile, analyze and share data and metrics to demonstrate conservation program impact and success
- Host calls and email check-ins with each participating dive operator to check in on the status of dives, needs, coordination
- Work with Foundation staff, Foundation Director of Development, Florida Keys NMS staff, and partners to draft project business plans and other planning documents
- Work with the Florida Keys NMS and Foundation Director of Communications to review and develop communications and outreach materials to promote the programs
- Engage in outreach opportunities, i.e. presentations to other dive operators not currently involved in the programs, representation of the program at dive industry or related conferences and meetings
- Support education and outreach efforts such as NOAA Ocean Guardian School program in Monroe County.

### **Qualifications:**

- Bachelor's degree, preferably in a marine science or education field including natural resource management, coastal and marine biology, and ecology, environmental education, science communication, and environmental studies and at least a year of professional experience or a combination of both education and professional experience.
- Experience working on or supporting community stewardship programs.
- Understanding of coral reef restoration and marine debris in Florida Keys National Marine Sanctuary and familiarity with conducting underwater field work.
- Ability to become and maintain status as a NOAA Diver (or a program that has American Academy of Underwater Sciences (AAUS) reciprocity) is desirable.
- Knowledge and skill in small boat operations.
- Experience organizing meetings, training sessions, and events.
- Critical thinker with demonstrated problem-solving skills. Results driven.
- Experience working with budgets, tracking expenses and contract management.
- Attention to detail and ability to perform under tight deadlines.
- Demonstrated effective written and oral communication skills with experience in assimilating complex information into a concise issue paper or talking points using a variety of styles including scientific and plain language for multiple internal and external audiences.
- Demonstrated initiative, ability to work both independently and with others. Demonstrated ability to coordinate among and between various organizations, programs, divisions, and/or offices, both locally and remotely in other areas of the country.
- Proficiency in the use of the Microsoft Office software suite (Word, Excel, PowerPoint) and Google web-based office suite and GIS software.
- Strong understanding of data collection, input and management.

### **Why You Will Love Us**

- Dedicated and passionate staff committed to marine and Great Lakes conservation, and a fun group who takes its work more seriously than we take ourselves.
- Generous leave policy.
- Health Benefits: medical, dental, and vision
- Foundation paid disability and life Insurance
- Retirement: 403(B) with 3% employer contribution after 1 year of service. No match required, 100% vested.



**National  
Marine Sanctuary  
Foundation**

### **Compensation and Benefits**

Salary Range: Commensurate with experience. The Foundation offers a competitive benefits package.

### **Start Date**

Immediate

### **To Apply**

[Apply Here](#) - Applications received before February 26, 2021 will be preferred.

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