

# JOB DESCRIPTION

**JOB TITLE** MARINE FELLOW  
**STATUS** Salaried  
**DATE** November 1, 2018

---

## SUMMARY

The Marine Fellow will be an employee of the non-profit organization Kāko‘o ‘Ōiwi, participating in a full-time capacity for two years in the Marine Conservation Fellowship Program (MCFP), implemented jointly through a partnership between the Hawai‘i Chapter of The Nature Conservancy (TNC), Kāko‘o ‘Ōiwi, and the National Oceanic and Atmospheric Administration (NOAA) Office for Coastal Management. The goal of the MCFP is to provide Marine Fellows with the skills and experiences to become the next generation of marine conservation leaders in Hawai‘i.

---

The Marine Conservation Fellowship Program trains Marine Fellows in a variety of professional and leadership skills and provides opportunities to conduct on-the-ground marine conservation work with leaders in the field. The first year of the fellowship program is focused on professional development and skills building, including learning modules in relevant natural sciences, project management, strategic planning, biological and human use monitoring, community capacity building, public policy, outreach and communications skills, and leadership and organizational skills.

During the second year of the fellowship, each Marine Fellow will work with program leadership to choose a capstone project in a topic area relating to and augmenting Kāko‘o ‘Ōiwi’s, TNC Hawaii’s and NOAA’s priority work.

During both years of the fellowship, the Marine Fellows will assist in the development, implementation, management, monitoring, and coordination of science and community-based marine conservation projects implemented by Kāko‘o ‘Ōiwi, TNC, and NOAA throughout the main Hawaiian Islands.

The fellowship experience will operate from a foundation of science and incorporate both traditional knowledge and contemporary resource management approaches. Applicants are expected to bring ideas on how their fellowship experience can be used as a vehicle to integrate and communicate science and scientific concepts in concert with traditional knowledge and customary practice with the public, including community groups, user groups and stakeholders, and other professionals. Scientific skills development during the fellowship experience will include qualitative and quantitative analysis.

Primary duties and functions of a Marine Fellow include:

## ESSENTIAL FUNCTIONS

- Actively participating in a two-way learning program to develop competencies in the conservation arena
- Documenting work and learning progress through a journal and quarterly reports
- Assisting Kāko‘o ‘Ōiwi, TNC, and NOAA and our project partners in planning, managing, monitoring, and assessing the conservation effectiveness of community-based projects
- Coordinating and participating in community volunteer events at Kāko‘o ‘Ōiwi, TNC, and NOAA project sites
- Interacting respectfully and appropriately with our community partners
- Cultivating relationships with community, academic, government, and other partners
- Assisting in the development and implementation of conservation action plans
- Interacting regularly with previous marine fellowship graduates
- Building and managing project databases in a variety of software programs (e.g., Excel, ArcGIS).
- Monitoring biological and human-use indicators at our project sites
- Providing feedback on and contributing to the growth of the MCFP

## TO APPLY:

Please send your resume and cover letter as one document to [smarrs@tnc.org](mailto:smarrs@tnc.org) by 5:00pm, Hawai‘i Standard Time, Friday, December 14th. Your cover letter must address the four questions below:

- 1) What makes you the best candidate for the marine fellowship program?
- 2) What are your interests and experiences relating to marine resource management in Hawai‘i?
- 3) How do you meet each of these basic qualifications?
  - a. BA/BS/AS/Technical or vocational degree and at least one year of related experience in natural resource management or equivalent combination of education and experience. Degree in a science-related field or cultural studies helpful.
  - b. Commitment, dedication and passion for conserving Hawai‘i’s marine ecosystems.
  - c. Experience working with or knowledge of Hawai‘i’s marine systems and cultural practices.
- 4) What are your short- and long-term career goals, and how would these contribute to the future of marine resource management in Hawai‘i?

---

## RESPONSIBILITIES & SCOPE

- Reports directly to the Executive Director of Kāko‘o ‘Ōiwi, performs under the direct supervision of the Marine Fellowship Program Coordinator, and consults with NOAA staff.
  - May lead or monitor work groups consisting of staff, interns, and volunteers.
  - Financial responsibility may include working within a budget to complete projects and assisting with budget development.
  - Networks with diverse groups, including conservation partners, government officials, and the general public.
-

- May work in variable weather conditions, at remote locations, on difficult and hazardous terrain and under physically demanding circumstances. These conditions may:
  - require considerable physical exertion and/or muscular strain
  - present frequent possibility of injury
  - require long hours in isolated settings
  - require extensive travel to neighboring and other Pacific islands

**MINIMUM  
QUALIFICATIONS**

- BA/BS/AS/Technical or vocational degree and at least one year of related experience in natural resource management or equivalent combination of education and experience. Degree in a science-related field or cultural studies helpful.
- Commitment, dedication and passion for conserving Hawai‘i’s marine ecosystems.
- Experience working with or knowledge of Hawai‘i’s natural systems and cultural practices.
- Knowledge of island ecosystem principles.
- Knowledge of current trends and practices in conservation, marine management (traditional and contemporary) and biodiversity conservation.

**PREFERRED  
KNOWLEDGE,  
SKILLS &  
EXPERIENCE**

- Ability to complete tasks efficiently and in a timely manner.
- Working knowledge of common software applications (e.g.; Word, Excel, Database, Web browsers).
- Excellent written and oral communication skills.
- Leadership initiative and resourcefulness.
- Ability to follow instructions from colleagues and complete tasks independently with respect to timelines.
- Working knowledge of geospatial information sciences (e.g.; GIS, GPS, ArcGIS, Google Maps/Earth).
- Valid driver's license.

*This description is not designed to be a complete list of all duties and responsibilities required for this job.*

