

Position Description

Coral Conservation Associate

The part-time Coral Conservation Associate is a temporary position that works to support Florida Sea Grant's efforts to promote coral health and conservation.

Position Summary: At a national level, the Associate will support efforts to coordinate the U.S. national response to coral disease outbreaks of significant impacts and other coral reef disturbances, working across all U.S. coral reef jurisdictions (Florida, Puerto Rico, U.S. Virgin Islands, Hawaii, American Samoa, Guam, and the Commonwealth of the Northern Mariana Islands). The Associate will support coordination among federal and jurisdictional agencies and facilitates communications, identifies information and resource gaps, and provides support to disturbance prevention, preparedness, and response efforts.

At the state level, the Coral Conservation Associate works to support Florida Sea Grant's efforts to coordinate Florida's Coral Reef Resilience Program (FCRRP), a public-private partnership promoting large-scale collaboration on coral conservation in Florida. FCRRP Leadership includes Florida Department of Environmental Protection, Florida Fish & Wildlife Conservation Commission, National Oceanic and Atmospheric Administration, and National Park Service. At present, FCRRP has ten teams: Research, Surveillance, Intervention, Coral Rescue & Propagation, Restoration, Communications, Data Management, Regulatory, and Caribbean Cooperation. The Associate supports coordination amongst and between agencies and other FCRRP partners with a focus on facilitating communications, developing and supporting conservation priorities, and fostering multidisciplinary collaborations. The Conservation Associate reports to the FCRRP Coordinator.

1. National-Level Capacity Building & Response Coordination [35%]

- Support efforts to share information between local disturbance response efforts in U.S. jurisdictions and establish regular lines of communication between U.S. jurisdictional disease response coordinators and disease response practitioners, as appropriate.
- Provide administrative support to the U.S. Coral Reef Task Force Coral Disease Working Group and its five sub-teams.
- Maintain current files on the capabilities and needs of each jurisdiction (i.e., response team members, logistical support, facilities, monitoring efforts, treatment and intervention efforts, and laboratory diagnostic capabilities).
- Coordinate trainings and workshops as needed.

Deliverables: Task Force Coral Disease Working Group meeting agendas and summaries; Task Force Coral Disease Working Group sub-team meeting summaries and products; reports from workshops and training events held as needed to address identified capacity needs; files on jurisdictional needs and capabilities.

2. National-Level Reporting & Communications [15%]

- Review and assist in development of reports and recommendations and communicate findings to appropriate Federal and Jurisdictional government agencies.
- Lead the creation and distribution of various communications materials, including the annual newsletter and fact sheets

- Compile monthly email updates.

Deliverables: Communications materials and reports; monthly email updates.

3. FCRRP Communications [15%]

- Support efforts to share information across FCRRP Teams and partners through existing communication channels and by developing new lines of communication, where possible.
- Work with the FCRRP Communications Team to bolster communications on key FCRRP focal areas, with a focus on 'Ecosystem Restoration' and 'Climate Adaptation.'
- Lead the creation and distribution of various communications materials, including one-pagers, fact sheets, and presentations.
- Opportunities to develop and hone communication skills, including scientific communication and summarization of complex concepts, can be pursued.

Deliverables: Communications materials and reports; FCRRP website updates; updated Communications Team priorities.

4. FCRRP Workshops [10%]

- Coordination support for technical workshops on key FCRRP topics to foster the exchange of information and collaborations. Efforts may include administrative support for planning (e.g., logistics, agenda development) and execution (e.g., note-taking, facilitation) of technical sessions.
- Opportunities to develop skills in meeting organization and facilitation and be pursued.

Deliverables: Workshop planning updates and materials; workshop updates and materials.

5. Administrative Support for FCRRP Coordinator and Teams [25%]

- Provide administrative support to the FCRRP Coordinator and, where possible and appropriate, to FCRRP Teams. Support for FCRRP Teams will be determined by Team needs and, where possible, the interest and experience of the Associate.
- Support knowledge management across FCRRP, including through the collation of notes and latest information on FCRRP operations, needs, and priorities. This may include creating and/or updating meeting and workshop notes, summary documents, reports, tracking spreadsheets, and presentations.

Deliverables: Updates and relevant materials (e.g., agendas, notes) on administrative support; updates and materials developed for FCRRP knowledge management; files on FCRRP needs and priorities.

Anticipated Outcomes: The Coral Conservation Associate will contribute directly to the efforts to coordinate partners working on the many facets of coral reef and ecosystem conservation. The Associate will support efforts to collate and share knowledge amongst partners, determine and pursue common priorities, and facilitate collaborations, all in order to maintain momentum on the important work of conserving coral reefs at the state and national level. The Associate will have opportunities to develop skills and learn tools for a career in coral conservation and to integrate into a network of numerous partner organizations that includes local, state, and federal agencies, research institutions, non-governmental organizations, aquariums, and more.

Desired Qualifications and Skills

- B.A./B.S. in science, policy, natural resource management, or related field required
- 1-2 years experience working in coral reef management, science, and/or policy or equivalent graduate-level education preferred
- Outstanding written and oral communication skills
- Exceptional organization and research skills and the ability to translate complex, technical content into publicly accessible materials
- Positive attitude, enthusiasm, and ability to work effectively with diverse partners and multidisciplinary groups
- Self-directed, independent, and able to work remotely

Hours Needed: Approximately 25 hours per week.

Salary: \$15-\$18/hour, depending on experience.

How to Apply: Please submit your cover letter and resume to Coral.Disease.Associate@gmail.com. Please send materials in one email with the email subject line "LastName_Coral Associate Application." Only those selected for an interview will be contacted. Deadline for applying is August 30, 2024. Please email Caroline McLaughlin at cmclaughlin1@ufl.edu or Maurizio Martinelli mmartinelli1@ufl.edu with any questions.

Hiring is contingent upon eligibility to work in the United States. The University of Florida is a public institution and subject to all requirements under Florida Sunshine and Public Record laws. The University of Florida is an Equal Opportunity Institution dedicated to building a broadly diverse and inclusive faculty and staff. The University of Florida is committed to creating an environment that affirms diversity across a variety of dimensions, including ability, class, ethnicity/race, gender identity, and expression.

Anticipated Start Date: September 16, 2024

Position Duration: Funding exists to support a 6-month position. Continuation beyond six months is contingent upon the availability of additional funding.

Position Location: Remote within the state of Florida