



Request for Qualifications

West Maui Watershed and Coastal Coordinator to Support West Maui Watershed Project

Application Deadline: December 15, 2011

Overview:

The National Fish and Wildlife Foundation (NFWF) is seeking candidates with training in watershed and coastal management/planning and experience in conducting a variety of activities designed to build community networks, and educate stakeholders. The primary objective of the West Maui Watershed and Coastal Coordinator (Coordinator) position is to assist in the comprehensive planning for the West Maui Project Area with an initial focus on the development and implementation of Phase I activities in Ka'anapali – Kahekili and develop and lead the formation of a locally based Steering Committee for the West Maui Project to undertake the implementation of this plan. The position will focus primarily on Steering Committee coordination, project management and assistance with the development and implementation of watershed plans for this priority area. The position will coordinate and interface with various stakeholders including but not limited to: federal, state and county agencies, NGOs, various community and environmental groups.

This position will be contracted through NFWF and located on Maui, Hawaii. This position will have no supervisory, budgetary or fiscal responsibilities. The work will be performed independently, with minimal supervision in an office environment, but will report to NFWF in close cooperation with the project management team (comprised of representatives of NFWF, NOAA and DLNR) and other conservation partners assigned to this effort.

Salary: Commensurate with experience.

Project Background:

The West Maui Watershed Project is a comprehensive, integrated and collaborative planning process sponsored by the U.S. Army Corps of Engineers (USACE), Honolulu District, and the State of Hawaii Department of Land and Natural Resources (DLNR), with support from the State of Hawaii Department of Health (DOH), National Oceanic and Atmospheric Administration (NOAA) and the U.S. Environmental Protection Agency (EPA).

The project encompasses the area from Ka'anapali to Honolua on the island of Maui. The project area covers approximately 24,000 acres, includes five watersheds, nine ahupua'a, and extensive coral reef habitat. The goal of the project is to improve the overall health of coral reefs, nearshore waters and watersheds, from the summit of Pu'u Kukui to the outer reef, incorporating holistic management aspects of traditional Hawaiian land, water, and natural resource management at the watershed or ahupua'a level.

This project will be driven by stakeholder participation and will:

- Identify critical threats to reefs and watershed health.
- Evaluate solutions to these threats from ridge to reef.
- Prioritize actions, and implement restoration or remedial actions.

The intended outcomes of the project include:

- Improvement in the overall quality of the West Maui Watershed, coral reefs, and water quality.
- Enhanced management and collaboration through greater interagency communication, improved data sharing, education of scientists and government officials, and building local technical capacity.

Project planning will be divided into several regions and phased over five years. The first phase will be the development and implementation of a Watershed Management Plan (WMP) for the Kahekili – Ka’anapali Area (Wahikuli and Honokowai watersheds). In 2011 NOAA contracted a consultant to develop a watershed management plan that incorporates coral reef protection measures and addresses EPA’s 9 required elements for watershed plans for this portion of the West Maui Watershed Project. The process facilitated by the contractor will serve as the pilot for the larger West Maui Watershed Project and will be incorporated into the regional watershed plan.

In acknowledgement of the momentum that is building in West Maui and the importance of this pilot to the success of the overall effort, the Phase I activities in the Kahekili-Ka’anapali area were recently selected as a focus for the next U.S Coral Reef Task Force Watershed Partnership Initiative (<http://www.coralreef.gov/>). This partnership enables member federal agencies to increase coordination through shared goals and focus their resources and expertise in the area. It is through this partnership that this position is funded to help coordinate efforts in Maui. The U.S. Coral Reef Task Force Watershed Partnership Initiative will also establish a small grants program for non-governmental organizations, which will be managed by NFWF. This dual approach will bring both large federal project dollars to the region while establishing community support and conservation capacity for sustainability of environmental gains. The successful implementation of this first phase of the overall West Maui Watershed Project will pave the way for the continuation of the larger effort and maintain the momentum within the community, federal and political leadership needed to complete the larger conservation effort with the USACE for greater West Maui.

Major Duties and Responsibilities:

The tasks/responsibilities and primary functions of the position will begin with, but may alter throughout the term of this position:

- **Assist with the development of the NOAA funded Kahekili-Ka’anapali Watershed Management Plan**
 - Work with the NOAA consultants and NOAA Coral Reef Conservation Program staff on the development (and implementation) of the Kahekili-Ka’anapali WMP, specifically:
 - Serve as the Maui liaison/point of contact for the WMP.
 - Assist in the formulation of an advisory group from local stakeholders to assist in agency coordination and community engagement in the planning process.
 - Ensure integration and coordination of various planning efforts including but not limited to the US Coral Reef Taskforce Pacific Island Watershed Partnership, Conservation Action Plans for Kahekili and Hawaii’s Land Based Local Action Strategy as appropriate for Phase I geographies.
 - Assist NOAA consultants with site visits, field studies, and meeting logistics.
 - Review and provide comments on the draft WMP and other project deliverables.
- **Organize and lead local stakeholder engagement related to the Phase I implementation of the West Maui Watershed Project and specific watershed plans.**
 - Lead the formulation and implementation of a public education/outreach plan for the West Maui Project, starting with increased awareness on the key strategies and targets of the WMP for Phase I geographies.
 - Facilitate the generation of priority projects within the Ka’anapali area for funding opportunities that are available by raising awareness of the opportunities with potential applicants and assisting to develop partnerships and projects that will line up with the needs identified in watershed plans.
 - Co-facilitate with NFWF and other potential funders community grant-writing workshops to increase the number and quality of targeted proposals.

- Assist NFWF and NOAA with continuing efforts to build partnerships with federal, state, and county agencies, as well as private organizations and businesses, in order to achieve the West Maui Project goals.
- **Coordinate and staff a locally based Steering Committee to oversee the West Maui Watershed Project.**
This site specific steering committee will be formed to provide overall oversight and guidance for the West Maui Watershed Study and facilitate the implementation of priority actions identified in Phase I for Kahekili – Ka’anapali Area (Wahikuli and Honokowai watersheds). Specific duties include:
 - Assist the Project Management Team in identifying and convening representatives to participate on the Committee. Committee members will include Federal, State and County agencies, academia, non-governmental organizations, and key stakeholder interest groups.
 - Plan and facilitate Steering Committee meetings in coordination with the Chair (DLNR) including assisting with the development of meeting agendas, and minutes.
 - Work with the State, NFWF, NOAA, and Steering Committee to facilitate the development of objectives, strategic actions and measurable targets of implementation success of the Ka’anapali Watershed Plan.
 - Facilitate and provide guidance to Steering Committee’s collaborate framework (mission), which includes:
 - Define objectives and develop performance metrics for the study and the first phase of implementation.
 - Leverage various forms of support (monetary, technical, and political) for the effort.
 - Develop a mutually supporting process for integration of research, management and policy.
- **Coordinate communications and regular meetings for members of the U.S. Coral Reef Task Force Partnership Initiative for West Maui.**
 - Coordinate and facilitate regular calls of USCRFPI members for partner updates and to encourage participation from relevant agencies.
 - Distribute materials as appropriate to maintain communication amongst partner agencies.
 - Coordinate participation and representation of members in press and events as appropriate.
- **Review and synthesize reports, research materials and study findings to communicate information**
 - Conduct related background research and literature review and consult with and engage scientists, resource managers, and community partners as needed to facilitate the development of conservation and restoration actions.
 - Track, manage and summarize monitoring data, and formulate products for public use.
 - Develop articles, brochures, summary reports, web-based materials and other education and outreach products.
 - Produce a bi-annual electronic newsletter with plan updates.
 - Respond to inquiries from the public and media.
- **Assist with project oversight.**
 - Conduct site visits for projects that are underway to monitor progress and report back to the Project Management Team and the Steering Committee.
 - Help connect grantees connect with technical assistance when needed.
 - Coordinate partner recognition and participation in project events and media.
- **Other duties as assigned**

Working Conditions:

- Ability to work under stress during peak workload periods (grant deadlines, meeting/ workshop dates).
- Work requires minor physical exertion and or physical strain. Work environment involves infrequent exposure to disagreeable elements.
- Willingness to travel and work flexible hours.
- Must maintain professional and courteous working relationships with staff, agencies, and the general public and work effectively with individuals from diverse agencies and backgrounds.

Minimum Qualifications:

- A Master's degree from a college or university of recognized standing in planning, ocean or earth science, marine policy or business with major course work in planning, coastal processes or land use, coastal science, shoreline management, watershed management, natural resource management or a related field; Or in addition to a Bachelor's degree, 30 credit hours of post-baccalaureate academic work in the fields listed above.
- Ability to exercise independent judgment and to assume responsibility for developing plans and committees; Ability to work harmoniously with agencies and community partners.
- Working knowledge and/or networks related to watershed and coastal management: land based pollution, marine ecosystem restoration, marine and coastal policy, coastal and community planning, coastal dynamics and processes, environmental and anthropogenic impacts on natural resources
- Familiarity with and ability to analyze comprehensive plans, statutes, rules, and ordinances at the County, State and Federal level related to coastal management and marine policy;
- Must have facilitation skills to conduct meetings with stakeholders from various interest groups and inter-agency representatives.

Desired Qualifications:

- Hawaii state resident preferred.
- Experience with watershed and/or storm water management projects in Pacific Islands including a strong understanding of cultural, recreational, social and economic aspects of Ahupua'a in Hawaii.
- Strong professional writing skills (experience in grant writing and media materials a plus).
- Computer proficiency, including presentations, spreadsheets, and word processing.
- Ability to coordinate multiple projects, set realistic deadlines, manage a timeline.
- Excellent written and oral communication skills and interpersonal skills.
- Experience in community-based management.
- Ability to plan, coordinate, and carry out statewide informational workshops.

How to Apply

1. E-mail a Word or PDF version of your application to pico@nfwf.org. Include a resume and letter outlining your qualifications for this position; in the subject line, please indicate *West Maui Coordinator – [name of respondent]*
2. Applications must be e-mailed no later than midnight HT on December 15, 2011