



Eli D. Cabrera  
Administrator

Commonwealth of the Northern Mariana Islands  
**OFFICE OF THE GOVERNOR**  
**Bureau of Environmental and Coastal Quality**

Division of Coastal Resources Management  
P.O. Box 501304, Saipan, MP 96950  
Tel: (670) 664-8300; Fax: (670) 664-8315  
[www.dcrm.gov.mp](http://www.dcrm.gov.mp)



Janice E. Castro  
Director, DCRM

## **JOB ANNOUNCEMENT**

### **POSITION**

Watershed Coordinator, Full Time

### **LOCATION**

Commonwealth of the Northern Mariana Islands – Office of the Governor  
Bureau of Environmental and Coastal Quality  
Division of Coastal Resources Management  
Saipan, MP 96950 US

### **CLOSING DATE**

Open until filled

### **SALARY**

\$36,000-\$40,000 annually, plus fringe benefits. Salary will be commensurate with qualifications of the appointee.

### **POSITION OVERVIEW**

The CNMI Division of Coastal Resources Management ([DCRM](#)) is seeking to hire a full-time (40hrs/week) Watershed Coordinator. The Watershed Coordinator's primary role is to develop and implement watershed management and restoration projects in the Northern Mariana Islands (Saipan, Tinian, and Rota). The Coordinator will focus their work in priority watersheds identified by CNMI natural resource managers and conservation professionals for their unique management challenges and restoration opportunities, which may include native revegetation, stormwater runoff interventions, wildfire mitigation, or mangrove propagation. The Coordinator serves as key personnel and project manager for the CNMI's Coral Reef Initiative, while also participating in regional and national-level collaborations with NOAA's Coral Reef Conservation Program and U.S. Coral Reef Task Force. United States citizenship or lawful permanent resident status is required.

### **DUTIES AND RESPONSIBILITIES**

- Coordinate watershed projects on [Saipan in priority watersheds](#) identified through water quality integrated reports, the CNMI's 2010 coral reef management priority setting document (and 2019 updated document), Watershed Working Group meetings, [Conservation Action Plans](#), and Watershed Management Plans.
- Offer assistance to outreach programs for citizens interested in volunteering in watershed management and conservation projects, with a focus on building awareness and support for restoration interventions in the Achugao Watershed.
- Help to build local community and agency support and involvement in natural resource management and coral reef conservation by conducting community meetings, creating best

management practice guidelines, and serving as a liaison for CNMI interagency collaborations, including the Watershed Working Group.

- Provide logistical support for the responsibilities listed above. This may include identifying funding opportunities, reviewing past work, releasing and reviewing proposals, working with contractors, coordinating with partner groups, tracking the progress of activities, summarizing monitoring data and preparing reports, and coordinating with the CNMI Coral Reef Point of Contact on the development of grant proposals.
- Perform other duties as required and/or assigned.

### **MINIMUM QUALIFICATIONS**

Graduation from an accredited college or university with a Bachelor's Degree in Environmental Science/Studies, Natural Resources Management, Planning, Marine/Terrestrial Biology, or related field with a minimum of two (2) years of professional experience in work relevant to natural resources or environmental planning or coordination, community watershed planning, watershed assessment, or implementing nonpoint pollution program.

### **PREFERRED QUALIFICATIONS**

- Excellent communication skills, both verbal and written;
- Excellent time management skills;
- Proficiency with word processing and presentation software and basic data analysis and organization applications (e.g. MS Office Suite);
- Understanding of Geographic Information Systems (GIS) and geospatial applications in watershed planning;
- Excellent writing, presentation, and public relations skills including experience in communicating with the public and media;
- Knowledge of watershed, riparian, and wetland ecological processes and protection/restoration principles;
- Experience with watershed assessments and watershed management plans;
- Experience engaging and collaborating with diverse groups and stakeholders, including private landowners, farmers, government agencies, and non-profit organizations;
- Experience in managing multiple projects and delivering products and results in a timely fashion;
- CNMI driver's license.

### **TO APPLY**

Please email, as a single PDF document, a cover letter, CV or resume, names and contact information for three references, and a copy of terminal degree OR unofficial transcripts to Janice Castro ([jcastro@dcrm.gov.mp](mailto:jcastro@dcrm.gov.mp)), cc Anne Navarrete ([anavarrete@dcrm.gov.mp](mailto:anavarrete@dcrm.gov.mp)). Alternatively, hard copies of all documents can be sent to Janice Castro, Division of Coastal Resources Management, P.O. Box 501304, Saipan, MP 96950.

For questions or clarifications, please contact Janice Castro at [jcastro@dcrm.gov.mp](mailto:jcastro@dcrm.gov.mp) or (670) 664-8300.