



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



Janice E. Castro
Director, DCRM

JOB ANNOUNCEMENT

POSITION

Coral Reef Initiative (CRI) Communications 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. Applications received before July 16, 2021 will be considered for first round interviews.

SALARY

\$34,000-\$36,000 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) Coral Reef Initiative (CRI) Communications Coordinator. Under the supervision of the DCRM Director, the employee will build upon community engagement efforts to strengthen existing relationships and create new ones with community members, key organizations and partners. 100% of the Communications Coordinator's time will be allocated to carrying out coral reef related educational and information campaigns. United States citizenship or lawful permanent resident status is required.

DUTIES AND RESPONSIBILITIES

- Develop internal communications and external media relations related to DCRM and the Coral Reef Initiative;
- Manage media relations and external communications output for CRI;
- Implement strategic actions detailed in the Coral Reef Initiative Communications Strategy and update the document as needed;
- Collaborate with the DCRM Communications Specialist to develop and/or update the CRI communications plan and manage its implementation;
- Develop and support the creation and distribution of tools, exhibits, and communication materials that support the CNMI Coral Reef Initiative's mission;
- Develop and coordinate distribution of a series of media articles on the decline of coral reef resources, how this will affect our lifestyles, and what actions are being proposed locally, regionally, and nationally to slow this decline;

- Serve as editor for the development, production and maintenance of CRI's internal and external communication vehicles, including websites, outreach materials, publications, newsletters, flyers, advertisements, etc.;
- Oversee the coordination of all CRI related events and manage each event's media coverage;
- Promote and coordinate citizen science opportunities;
- Develop and support opportunities for youth and adults to understand coral reef conservation policies and engage in stewardship actions such as the Eyes of the Reef and the Watershed Warriors program;
- Develop and produce the annual CNMI CRI tide chart calendar;
- Facilitate improved interagency and agency-stakeholder collaboration, coordination and communication;
- Develop tracking metrics to measure DCRM's outreach efforts and its efficacy;
- Prepare written quarterly and/or semi-annual reports to local and federal agencies with regard to assigned projects;
- Coordinate the CRI summer internship program. Conduct interviews and organize applicants with potential mentors;
- Continue stewardship and capacity engagement through mentoring CRI summer interns, and various other internship mentoring arrangements (including the high school Co-Op program);
- Implement social media strategies and perform social media community management duties;
- Increase traffic to the CRI webpage, Facebook, Instagram, and Twitter account pages;
- Perform other duties, as assigned by the DCRM Director.

MINIMUM QUALIFICATIONS

- Bachelors Degree in Environmental Studies, Environmental Science, Natural Resources Management or related field, plus 2 years of experience OR Associates Degree and 4 years of experience in natural resource management, communications, and/or outreach and education.

REQUIRED EXPERIENCE/SKILLS

- Knowledgeable with computers and computerized graphics.
- Familiarity with a variety of word processing, photo editing, publishing, and design software programs.
- Demonstrated oral, written, and interpersonal communication skills.
- A proven ability to be well organized, and manage and prioritize multiple tasks.
- Public speaking, events planning, and meeting facilitation experience.
- Ability to work independently.
- Creative, flexible, adaptable.
- Experience working with multiple user groups.
- Experience developing environmental education and outreach materials.

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 diploma, degree, OR unofficial transcripts to Janice Castro, DCRM Director (jcastro@dcrm.gov.mp), cc Anne Navarrete (anavarrete@dcrm.gov.mp). Alternatively, hard copies of all documents can be sent to Janice Castro, Director, Division of Coastal Resources Management, P.O. Box 501304, Saipan, MP 96950 or delivered to the Gualo Rai Center, 3rd Floor, Suite 304.