

SCOPE OF WORK
Special Projects Coordinator
Construction Projects Coordinator

The Special Projects Coordinator will join the United States Virgin Islands (USVI) Department of Planning and Natural Resources (DPNR) division of Coastal Zone Management (CZM) team to advance the Department's goals and priority projects identified in the NOAA Climate Resilience Regional Challenge award. The Coordinator will support the VI resilience vision and contribute to climate mitigation through water capture and storage, carbon sequestration, and erosion, flood, and heat mitigation; by steering development away from critical and risky areas like guts, floodplains, wetlands, coastal areas, steep slopes and mature forests; and restoring and maximizing the Islands' natural drainage and water retention systems, and shorelines.

The Coordinator will support the Coastal Resilience Coordinator and other DPNR staff to manage the projects and administrative responsibilities of several watershed management initiatives including a design and construction projects; a nature-based solutions learning exchange and training program; outreach and public messaging for construction projects and capacity-building initiatives; grant administration and reporting; regularly coordinating with agency and community partners; and other climate resilience activities.

The Projects Coordinator will be responsible to **Implement watershed management** through construction projects from 2022 Watershed Management Plans with local partners. DPNR will implement eight water resource management improvement projects that are anchored in recent Plans, with diverse partners at ten sites across nine watersheds and all three major islands of the USVI, providing improvements to public health, safety, and quality of life; water storage and retention, and flood and erosion mitigation in socially vulnerable hotspots. The Construction Coordinator will contribute to the co-development of best practices in climate-resilient water, watershed, and coastal management with locally appropriate methods and materials including NBS architecture and engineering (A/E) design considerations at small-island scale to improve natural watershed aquifer recharge, filtration, storage; drought resilience via water storage; reduced rainfall runoff; and restored natural water flow connectivity in watersheds.

Sites include a floodplain in a residential neighborhood, public facilities like schools and ballparks, and a public housing community. Projects include installation of subsurface water storage chambers, floodplain and ghut restoration, and bioretention basins. Other expectations include supporting DPNR capacity-building initiatives for technical Architecture/Engineering design standards and guidance resources for NBS in the USVI and small islands.

Responsibilities include:

- Managing and implementing design and construction projects described above;
- Coordinate with DPNR, Public Works, and other agencies on permitting and construction;
- Coordinate with UVI-CGTC on development of NBS technical materials, case studies, etc.

Activities will include:

- Participate in local and regional meetings, communications, planning, and reporting with partners and stakeholders
- Develop and manage a schedule and coordination plan with key partners for NOAA-CRRC Period of Performance;
- Develop, solicit, and review bids for implementation of watershed projects.

- Develop, execute and manage contracts for watershed projects;
- Coordinate and manage project updates, site visits, and education for project partners as well as public engagement;
- Coordinate with DPNR and UVI to develop case studies and learning opportunities within watershed projects;
- Develop and share an Implementation Recommendations Report on best practices and gaps/needs for collaborations, designing, budgeting, permitting, and construction of USVI water projects related to stormwater (runoff and drainage) and coastal waters (accessibility and protection);

Knowledge for the position

- Experience managing construction projects, including budgets and reporting
- Experience with green-grey infrastructure, NBS, climate-resilient and sustainable development
- Experience managing multiple projects and timelines at once
- Experience coordinating groups, including planning and reporting
- Experience planning and hosting events, workshops, and travel
- Experience working in the USVI, Caribbean, or small islands
- Must be able to establish and maintain an effective and harmonious working relationship with CZM employees, GVI agency officials, federal government employees, vendors, subcontractors, service providers and other entities during the course of work
- Must have strong computer skills in Microsoft office
- Experience with geospatial data collection, management, and presentation highly desirable
- Bachelor's or Master's in Environmental Management, STEM, Environmental Education, Sustainability, Climate Change Adaptation, Project Management, or related

Physical demand

- Sitting for extended periods of time
- Use of computer equipment
- Low-impact site visits and field work

Work environment

- Work is performed mostly in an indoor setting with occasional field visits to sites of interest, collaborative project sites, etc.
- Occasional travel between US Virgin Islands;

This position is funded for five years, with possibility for extension based on funding.