

**SCOPE OF WORK**  
**Special Projects Coordinator**  
**Grant Manager: Watershed 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 USVI water working group; 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 watershed resilience activities.

The Projects Coordinator will be responsible for project coordination, scheduling and reporting related to the NOAA award, projects and agreements for Coastal Zone Management. The Coordinator will also contribute to increasing communication and collaboration on watershed management.

Responsibilities include:

- Managing the CRRC watershed projects under the CRRC grant requirements (planning, reporting, compliance, etc.)
- Organize, coordinate, manage, and track collaborative groups, partnerships, and projects
- Plan, host, and report on meetings and events
- Identify, develop, review, and share diverse outreach and education materials about watershed management and the CRRC projects
- Regular meetings, progress reports, multi-tasking, and collaboration with CZM and CRRC team

Activities will include:

- Assist CZM, DPNR, and key partners like Public Works and the University of the Virgin Islands to accomplish goals, objectives and activities in the NOAA-CRRC award related to watershed management.
- Assist with the coordination of meetings, communications, planning, and reporting with partners and stakeholders;
- Develop and manage Project Communications Plan including partner updates, public outreach, grant reports, etc. for watershed projects and initiatives under the NOAA-CRRC grant Period of Performance;
- Assist the Coastal Resilience Coordinator to design and implement a *watershed management professional development small grants program* for government staff and stakeholders, under the NOAA-CRRC grant Period of Performance.

**Knowledge for the position**

- Experience managing (federal) grants, including budgets and reporting
- Experience managing multiple projects and timelines at once
- Experience coordinating groups, including planning and reporting
- Experience planning and hosting events, workshops in the USVI
- 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.