### JOB ANNOUNCEMENT

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<th>Job Title:</th>
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<td>Habitat Restoration Project Coordinator</td>
<td>July 25, 2024</td>
<td>092-24</td>
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**General Description:**

The Habitat Restoration Project Coordinator (HRPC) develops living shoreline projects in American Samoa to include site selections, project designs, detailed plan, and performance measures for Bipartisan Infrastructure Law (BIL) funding approved for the American Samoa Coastal Management Program (ASCMMP) administered under the Department of Commerce. Under the direction of the Environmental Planner, the HRPC develops and coordinate project proposals for BIL funding competitions with an emphasis on living shoreline projects. The HRPC will identify and develop project selection criteria to include project sites and designs with a focus on Aunu'u and Ofu due to the impacts of regular coastal erosions. The HRPC will develop performance measures for living shoreline project proposals and monitor the results of BIL funded projects. The HRPC will propose, plan, and implement habitat restoration projects and conduct outreach and education programs to raise awareness on nature-based solutions for shoreline protection and stabilization projects. The projects will support ASCMMP goals as stated in the American Samoa 309 Assessment and Strategies, Engineering with Nature (EWN) initiative and NOAA best Management Practices.

**Key Duties and Responsibilities:**

- Learn BIL language and qualified projects and identify local concerns with potential projects that fall under the funding opportunity.
- Coordinate and develop project proposals for BIL funding competitions.
- Coordinate development of project selection criteria with key stakeholders.
- Communicate key project information with team members in the field.
- Develop project proposals for habitat restoration and shoreline protection and stabilization that meet the BIL funding criteria and performance measures.
- Supervision of native habitat construction and maintenance crews and project sites.

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Conduct performance reporting to track progress of proposed projects.
Host quarterly stakeholder meetings throughout the year.
Prepare agendas for the meetings.
Coordinate outreach and education programs with at least 5 villages on nature-based solutions for shoreline protection and stabilization projects.
Prepare agendas and sign in sheets for the workshops.
Coordinate follow up of stakeholder’s meetings and workshops with the villages.
Create new educational brochures, flyers and posters to promote and educate the public about nature-based solutions for shoreline protection, stabilization and habitat restoration projects.
Provide outreach section and materials in all ASCMP outreaches and Coastweeks activities.
Complete required land use permit applications and supporting documents for all approved projects for review and assessment for PNRS.
Assist with field environmental and coastal assessments to determine potential environmental impacts of proposed development projects.
Monitor development activities in and around proposed projects villages.
Implement restoration and conservation projects where possible to mitigate previous impacts.

Knowledge, Skills, and Ability:
- Ability to attend environmental and science meetings to represent ASCMP in habitat restoration.
- Knowledge in Microsoft Office.
- Speak fluent Samoan and English.

Academic and Experience Requirements:
- Applicant must have a bachelor’s degree from an accredited college or university plus three (3) years of work experience.
- Years of progressively responsible working experience may be substituted for a portion of the academic requirement.
- Salary will be adjusted according to experience.

Complete information concerning this vacancy may be obtained from the Personnel Division of the Department of Human Resources, or please contact the Recruitment unit at 633-4485/633-4000.

Fa’afetai tele,

Max Tuitele
Acting Director, Department of Human Resources

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