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Lieutenant Governor



Lynn Pulou-Alaimalo
Director

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Deputy Director
Personnel/Administration

**AMERICAN SAMOA GOVERNMENT
DEPARTMENT OF HUMAN RESOURCES
PAGO PAGO, AMERICAN SAMOA 96799**

JOB ANNOUNCEMENT

Job Title: <i>Habitat Restoration Project Coordinator (HRPC)</i>		Posting Date: <i>September 21, 2023</i>	Serial No.: <i>146-23</i>
Department/Division: <i>Commerce</i>		Closing Date: <i>October 04, 2023</i>	Announcement No.: <i>146-23</i>
Type of Position: <i>Temporary Appointment</i>	Posting Type: <i>Employment Opportunity/ Open to the Public</i>	Pay Grade and Salary Range: <i>GS-11/\$17,069 - \$42,419p.a.</i>	

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 (ASCMP) administered under the Department of Commerce.

Purpose of the position

Under the direction of the Environmental Planner, the HRPC develops and coordinates 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 erosion. 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 program to raise awareness on nature-based solutions for shoreline protection and stabilization projects. The projects will support ASCMP goals as stated in the American Samoa 309 Assessment and Strategies, Engineering with Nature (EWN) initiative and NOAA best Management Practices

Habitat Restoration Projects

Task Includes:

- Learn BIL language and qualified projects and identify local concerns with potential projects that fall under the funding opportunity.

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- 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 that BIL funding criteria and performance measures.
- Supervision of native habitat construction and maintenance crews and project sites.
- Conduct performance reporting to track progress of proposed projects.
- Manage implementation of approved projects and develop reports.
- Conduct field tasks such as surveys and field assessments

Community Habitat Restoration Outreach and Workshops

Task Includes:

- Host quarterly stakeholder meeting 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 nature-based solutions for shoreline protection, stabilization and habitat restoration projects.
- Provide outreach section and materials in all ASCMP outreaches and Coast weeks activities.

Technical Support

Task Include:

- 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 around proposed projects villages.
- Implement restoration and conservation projects where possible to mitigate previous impacts.
- Attend environmental, science meetings to represent ASCMP in habitat restoration.

Supporting Duties

Task Includes:

- Builds and enhances partnership with other ASG stakeholders, communities and local businesses.
- Prepares data and quarterly reports, federal semi-annual reports, and other needed reports on a regular basis.
- Collaborates with government agencies and maintains a unified voice in community preservation efforts, enforcement, and habitat restoration.
- Perform all other duties and task assigned.

Key Duties and Responsibilities:

- Provide finance support to Program Managers with the Departmental implementation of projects related to the Agency's Programs in particular, the implementation of

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program initiatives within the local government, partnerships with external organizations and sub- grantees.

- To provide comprehensive finance supports to Program and Finance managers in researching issues and works areas pertaining to program finances, initiatives and requirements.
- To provide finance/administrative support to the Executive and Deputy Director in organization of events, trainings and board meetings as well recording and keeping minutes meetings.
- To aid and support Program Managers and Senior Management in researching issues and work areas pertaining to program initiatives and requirements.
- Supervise the support staff including prioritizing and allocating workloads and to ensure achievement and quality of work produced in day-to-day administrative functions to include but not limited to scheduling appointments, management of incoming/outgoing correspondences, travel arrangements, maintenance of appropriate filing/records and the overall customer service functions of the office.
- Provide administrative assistance to the Financial Manager in maintaining appropriate filing/record of program financial activities.
- Provide maintenance and custodial responsibilities of financial activities.

Knowledge, Skills, and Ability:

- Must have good communication skills.
- Excellent documentation skills.
- Experience in administrative or support work in any environmental related agency.
- Must have excellent customer service skills.

Academic and Experience Requirements:

- Applicant must have a master's degree from an accredited college/university plus 2 years of supervisory capacity OR
- Bachelor's degree from an accredited college/university plus 4 years and 2 years of supervisory capacity.
- 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,



Lynn P. Alaimalo

Director, Department of Human Resources