



JOB TITLE: Temporary Reef Restoration Associate
LOCATION: Tavernier/Key West, Florida
SUPERVISOR: Restoration Program Manager
HOURS: Full time 40hrs/week including weekends and special events
DURATION*: 6-month position (approx. March/April 2026 – October 2026)
SUBMISSION: Email application materials to phanor@coralrestoration.org

APPLICATION MATERIALS

1. Cover letter that speaks to your interest in being a part of CRF™ conservation mission and what you can bring to this dynamic team (limit 1 page).
2. Resume presenting related experience concisely and directly addressing items in this position description (limit 2 pages).
3. Please provide contact information and the relationship to the applicant for two references. Please note that if applicants were formerly associated with CRF™, references should come from outside the current CRF™ Team.

ABOUT THE POSITIONS

These are two non-exempt, hourly employee positions with a 40-hour workweek schedule. The positions are temporary, and no benefits are offered except for CRF-paid holidays during the term of the engagement. One position is based at the CRF™ headquarters in Tavernier, Florida, and another at our regional Key West office in Florida, USA. The Key West position is highly coordinated with our headquarters in Tavernier.

ABOUT THE CORAL RESTORATION FOUNDATION™

CRF™ is a United States 501(c)3 tax-exempt non-profit ocean conservation organization. The core mission of CRF™ is to restore coral reefs, to educate others on the importance of our oceans, and to use science to further coral research and coral reef monitoring techniques.

CRF™ does not believe that the plight of coral reefs in the 21st century is hopeless. In fact, CRF™ has developed a strategy for coral reef restoration that exists at the intersection of our core programs: (1) restoration, (2) science, (3) education, and (4) global.

Total CRF™ contributions and other financial support were approximately \$3.1 million in 2019, \$3.5 million in 2020, \$4.7 million in 2021 and \$5.9 million in 2022. This growth in public and private support is proportionately reflected in growing staff activities such as nursery maintenance, coral transplantation, data collection, boat and warehouse operations, contract negotiation and compliance, and other administrative activities. Funding has been a mix of public grants and foundation donations. In recent years CRF™ contributions to reef restoration have been acknowledged through numerous accolades and consistent media coverage.

CORE VALUES

The chosen candidate embodies the Coral Restoration Foundation™ (CRF™) core values. This includes, but is not limited to, the ability to be team-oriented and work with a diverse group of staff, interns, volunteers, donors and community members.



CRF™ Values Statement: CRF™ is driven by action and results. CRF™ believes that we provide hope for coral reefs and future generations through education and innovation. We always act with honesty, respect, and integrity as representatives of the organization. CRF™ promotes a positive working environment that values teamwork, education, and financial stewardship of the resources entrusted to us. Through mentorship, we cultivate an immersive environment to develop employees, volunteers, and interns.

ESSENTIAL FUNCTIONS

The Temporary Restoration Associate contributes to CRF™ restoration goals by assisting in holding a representative broodstock of regional coral biodiversity; propagating corals and species for reef restoration, species recovery, and facilitate external collaborations; outplanting produced corals to reefs to meet internal and external goals; and in the monitoring and reporting of gene bank, nursery, outplanting, and all other restoration operations. You will work closely with the Restoration Program Manager, Administrator, Coordinators, and fellow members of the Restoration Team to help plan, implement, and monitor restoration operations. This position has a mix of field and land-based tasks.

As a field team member, you will assist in executing CRF™ day-to-day restoration and monitoring activities including (but not limited to): operating CRF™ truck, trailer, and vessel fleet daily; the operation of the in-situ gene bank; the maintenance and monitoring of the offshore coral nurseries; the implementation of outplanting and monitoring tasks at restoration sites; all while following CRF™ standard operating procedures for restoration activities and data collection.

In addition to the field-based functions of this position, the land-based activities may include (but are not limited to): nursery structure assembly; coral transfers; data capturing, recording, and analysis for current projects; maintaining supply inventories and preparing purchase requisitions; training of CRF™ interns and supervision of intern projects; document, file, and prepare records for report writing, fueling vehicles and boats, and assisting in scuba gear and vessel maintenance with administrative and operations staff.

REQUIRED SKILLS AND QUALIFICATIONS

- Bachelor's degree from an accredited institution in Biology, Ecology, Marine, or Environmental sciences.
- SCUBA certification: Rescue Diver from an internationally recognized training agency, with a minimum of fifty (50) open water dives; at least thirty (30) of those dives as ocean dives, and ten (10) as boat dives.
- First Aid, CPR and O2 Provider certifications from an internationally recognized agency.
- Practical experience trailering and operating small boats in the open ocean.
- Excellent communication in English, both orally and in writing.
- Demonstrated experience using MS Office (Word, Excel, Teams and Outlook), Garmin GPS software, and Google products (Google Earth).
- Strong organizational and analytical skills.
- Experience supervising diverse groups of divers with various levels of dive skills and certifications.



- Experience with SCUBA tank, high-pressure air compressor, gear repairs, and general vehicle or vessel maintenance.

PREFERRED QUALIFICATIONS AND EXPERIENCE

- Master's degree from an accredited institution in Biology, Ecology, Marine, or Environmental sciences.
- Dive Master or higher, from an internationally recognized training agency, with a minimum of fifty (50) open water dives; at least thirty (30) of those dives as ocean dives and ten (10) as boat dives.
- MOCC Certified or Coast Guard Licensed Captains.
- Experience working in field-based coral reef conservation and restoration.
- Experience managing data collection and data entry systems.

PROBLEM-SOLVING ATTRIBUTES

- Critical thinking to adapt or modify processes in response to fluid circumstances.
- Coordinate multiple tasks with many variables, while working on SCUBA.
- Solve routine problems independently; consult the Program Manager for unusual or complex problems.
- Acute attention to detail.
- Development of acute spatial awareness and attention to detail while working underwater. This includes accomplishing dive tasks at nurseries and restoration sites while also being responsible for and managing the dive team.

PERSONAL CHARACTERISTICS

- Deep integrity, with an unwavering commitment to ethical behavior and communication.
- Consistently demonstrate professional, positive, and approachable attitude/demeanor and remain discrete.
- Positive attitude while being self-motivated, independent, reliable, and displaying strong core characteristics as described in CRF™ value statement.
- Multi-tasker who is expected to think critically while being intuitive. Able to adjust unexpected changes and readily solve problems.

TEAMWORK AND EFFECTIVE COMMUNICATIONS

CRF™ operates with a small staff of approximately 30 people and relies on our seasonal interns and local volunteers to accomplish our mission. We are a lean operation, and teamwork is crucial to our success. Being an effective team member means working collaboratively with fellow staff members and being a positive example to our interns and volunteers, both on and off the water. Interested candidates should be able to work well with and communicate with diverse people, including fellow staff, interns, volunteers, the public, donors, and partners.

WORKING CONDITIONS/PHYSICAL EFFORT

This position involves working in a complex underwater environment, operating vessels 28' and less, and maintaining high safety standards while often managing 3-5 additional (sometimes relatively inexperienced) divers. You must achieve and maintain a high level of spatial awareness, for divers' safety and to complete restoration tasks seamlessly.



Work requires high levels of physical exertion and/or physical strain. Must be able to carry 65 pounds and able to lift 35 pounds overhead. This position is expected to perform 3 shallow-water SCUBA dives for up to 5 consecutive days per week. Work environment involves frequent exposure to various elements (sun, heat, wind, rain, cold, etc). Typical work week is 9am-5pm, 5 days a week, including weekends. Additionally, a willingness to travel and work flexible hours is essential. CRF™ requires Covid Vaccination (subject to applicable federal/state guidelines) to join our team.

Coral Restoration Foundation™ is an Equal Opportunity Employer.