



## POSITION DESCRIPTION

<b>JOB TITLE:</b>	Data Systems Administrator
<b>SALARY RANGE:</b>	Commensurate with experience
<b>LOCATION:</b>	Hybrid with Tavernier, FL
<b>SUPERVISOR:</b>	Science Program Manager
<b>JOB STATUS:</b>	Full Time, Exempt plus occasional special events
<b>SUBMISSION:</b>	Email applications to: <a href="mailto:alex@coralrestoration.org">alex@coralrestoration.org</a>

## 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. Contact information and relationship to applicant for two references. Please note, if applicants are formerly associated with CRF, references should come from outside the current CRF Team.

## ABOUT CORAL RESTORATION FOUNDATION™

CRF is a United States (US) 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 21<sup>st</sup> century is hopeless. In fact, CRF has developed a strategy for coral reef restoration that exists at the intersection of four core CRF programs: (1) restoration, (2) science, (3) education and (4) global.

Total CRF™ contributions and other financial support were approximately \$3.2 million in 2019, \$3.5 million in 2020, \$6.7 million in 2021, \$6.1 million in 2022, \$5.5 million in 2023, and \$7.9 million in 2024. 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's contributions to reef restoration have been acknowledged through numerous accolades and consistent media coverage.

## CORE VALUES

The chosen candidate should embody the core values of CRF. This includes the ability to be team-oriented, and able to 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 through education and innovation, we provide hope for coral reefs and future generations. We act with honesty, respect, and integrity at all times as representatives of the organization. CRF promotes a positive working environment that values teamwork, education, and financial stewardship of the resources entrusted to us. We cultivate an immersive environment to develop employees, volunteers, and interns through



mentorship.

## **ESSENTIAL FUNCTIONS**

This position is remotely based, though periodic travel to CRF offices in the Florida Keys will be required. The Data Systems Administrator contributes to CRF administrative and data science goals by managing and improving CRF's everyday hardware, software, and technological infrastructure, while also exploring and implementing novel methods for the acquisition, storage, and processing of CRF's field and administrative data sets. The Data Systems Administrator is also expected to create and implement standard operating procedures for CRF's technology needs and create an annual operating plan and budget in support of CRF's annual goals for managing and utilizing digital resources.

CRF team members think critically and are intuitive. Candidates for this position must be motivated, reliable, and display strong core characteristics as outlined in the CRF values statement above, as well as be able adjust to changes and problem solve on the spot. This position may involve working in a small office space in close coordination with other staff and interns. This position also involves a high degree of organization and attention to detail to ensure continuous operation of essential technology systems (eg. computers, phone systems, and software licenses).

## **JOB RESPONSIBILITIES** (including, but not limited to):

- ***Data Management and Analysis***

- Support CRF programs in the analysis and reporting of their data for myriad grant proposals, permitting requirements, and program resources. These data may include scientific data relevant to coral nurseries and outplanting, coral reef monitoring, coral genetics and population management, and general nonprofit team management.
- Participate in and contribute to external coordinating groups (state and federal agencies, NGOs, other non-profits, etc.) involved in the collection, processing, analysis, and implementation of coral restoration data and best practices.
- Evaluate existing data management procedures and develop improved protocols for the storage, transfer, and access of cloud-based documents and data at CRF.
- Periodically evaluate CRF data systems, ensuring that infrastructure is scalable and meets the needs of a growing non-profit organization; provide recommendations and implement solutions to this end.
- Ensure that new digital systems protocols are adhered to; provide training for CRF staff and interns on appropriate data storage, access, and utilization practices.
- Troubleshoot data storage/access issues that arise in day-to-day operations.

- ***Hardware, Software, and IT Infrastructure Management***

- Deploy, troubleshoot, keep inventory of, coordinate repairs for, and generally manage CRF-owned computers, tablets, and external storage drives.
- Manage and troubleshoot CRF internet and phone services at all CRF facilities (Key Largo, Tavernier, Key West), as well as configure any new such systems.



- Develop and maintain visual and audio systems at all CRF facilities, for both educational and video-conferencing purposes.
  - Maintain and deploy software licenses (eg Adobe, Microsoft, etc) in varying capacities for CRF staff and interns.
  - Conduct necessary onboarding of new staff and interns, including configuration of various user accounts and technology training upon new staff/intern arrival.
  - Develop staff cybersecurity protocols and conduct training for staff and interns to protect against phishing scams, compromised accounts, etc.
  - Develop and maintain CRF security and accessibility protocols for digital assets (eg website, social media accounts) and coordinate with appropriate CRF managers to evaluate and improve these assets.
- **Administrative**
    - Work with CRF stakeholders to develop annual operating budgets for the above tasks and responsibilities, assisting with analysis of program needs and costs.
    - Establish and maintain natural disaster protocols to ensure physical and digital resources are protected.
    - Periodically evaluate hardware/infrastructure for improvements and provide cost-benefit analyses when appropriate.

#### **REQUIRED SKILLS AND KNOWLEDGE**

- Bachelor's degree in biology, data science, or a similar field.
- 2-4 years of employment in a conservation-related field, with an emphasis in scientific data analysis, genetics, and/or population management; alternatively, 2-4 years of employment experience managing data/technology systems at medium-sized company
- Knowledge of modern data systems and scientific statistical analysis
- Proven organizational skills and exceptional attention to detail.
- Excellent communications in English, both orally and in writing.

#### **PROBLEM SOLVING ATTRIBUTES**

- Critical thinking to adapt or modify processes in response to changing circumstances.
- Coordinate multiple simultaneous tasks with many variables by evaluating competing/overlapping requirements or interests and prioritizing appropriately.
- Solve routine problems independently; consult with colleagues/management for unusual or complex problems.
- Clearly and professionally articulate solutions, support, and help to a diverse staff with varying technological needs and experiences.

#### **PERSONAL CHARACTERISTICS**

- Deep integrity, with an unwavering commitment to ethical behavior and communication.
- Consistently demonstrate professional, positive, and approachable attitude/demeanor and remain discrete.



### **TEAMWORK AND EFFECTIVE COMMUNICATIONS**

CRF operates with a modest staff of approximately 30 people and relies on a robust educational intern program, seasonal employees, and local volunteers to accomplish our mission and work effectively. We are a lean operation, and teamwork is crucial to our success. Being an effective team member means not only having the ability to work with your fellow staff members but also to be a positive example to our interns and volunteers (both on the water and off). Interested candidates should be able to work well with and communicate with a diverse group of people including fellow staff, interns, volunteers, the public, donors, and partners, who may have highly varied degrees of experience with and understanding of data and technological systems.

*Interested candidates should be able to:*

- Work with a diverse group of stakeholders, both in- and outside the organization.
- Clearly articulate tasks by explanation and demonstration.
- Occasionally communicate with internal and external contacts to seek or convey information and coordinate arrangements.
- Consistently demonstrate professional, positive, and approachable attitude/demeanor and discretion.

### **WORKING CONDITIONS**

Typical work week is 5 days per week over the course of Monday through Sunday, 9-5pm or modified to meet mission expectations. Work may require some physical strain and candidates must be able to carry 25 pounds. A willingness to travel locally and work flexible hours (e.g. for community events or at offsite facilities) is essential. CRF requires Covid Vaccination (subject to applicable federal/state guidelines) to join our team.

**Coral Restoration Foundation™ is an Equal Opportunity Employer.**