



## POSITION DESCRIPTION

Position Title: South East Queensland (SEQ) Project Coordinator

Location: Brisbane, Queensland

### About the role

We are seeking an individual with a unique blend of science, field experience and community engagement skills who is ready to dive in to help more people care for Moreton Bay/Quandamooka & the Gold Coast. The SEQ Project Coordinator will lead our citizen science and on-ground community engagement activities for the Brisbane & Gold Coast regions. This involves planning, leading and reporting on reef health surveys across the region, and coordinating community outreach activities with the Reef Ambassador program.

### About Reef Check Australia

We believe in protecting reefs and oceans by empowering people. Reef Check Australia is an innovative environmental charity dedicated to protecting Australia's reefs and oceans by engaging the community in hands-on citizen science research, inspiring education and practical conservation activities. As part of the Reef Check network, we offer local action with a global connection to more than 90 initiatives around the world.

### Key responsibilities

- Organise and lead volunteer reef health surveys across Moreton Bay/Quandamooka & the Gold Coast
- Plan and supervise field safety procedures
- Manage data quality control and reporting
- Coordinate delivery of survey volunteer training activities
- Coordinate activities for the Reef Ambassador community outreach program and community events
- Support project communications activities with volunteers, supporters, partners and the community
- Undertake grant seeking and writing to support their role and Reef Check activities, as facilitated by SEQ Programs and Community Engagement Manager.

### Essential selection criteria

- Current PADI Divemaster qualification or above
- Extensive experience supervising reef health survey field work and working with volunteers
- Demonstrated community engagement and education experience
- Excellent written, verbal and visual communication skills to communicate with diverse audiences
- Exceptional organisational skills, including logistics and support for the delivery of projects
- Ability to work independently, while also contributing to a team
- Current Working with Children check
- Current first aid and oxygen provider qualifications
- Open drivers licence and a good driving record



#### Desirable selection criteria

- Grant writing or fundraising experience
- Relevant degree or qualification in marine biology or environmental science

#### Reporting

This position reports to the Reef Check Australia SEQ Programs and Community Engagement Manager.

#### Remuneration

\$27 hourly rate with 9.5% superannuation, 2-3 days/week. This position is for casual employment. This role is currently funded for 6 months, but we are seeking to fund a long-term role. Flexibility in working outside standard office hours will be required—many survey activities are on the weekends.

Closing date: Once a successful candidate has been found

Contact: Joanne Needham (General Manager), [joanne@reefcheckaustralia.org](mailto:joanne@reefcheckaustralia.org)

How to submit your expression of interest: If you are interested in being part of developing a dynamic and growing organisation, please send your CV with a short cover letter telling us why you are interested in the role, as well as a short outline (<2 pages) on how you can deliver on the key responsibilities, and how you meet the selection criteria.