

STATEMENT OF WORK

National Marine Protected Areas Center Cultural Resources Coordinator

National Marine Protected Areas (MPA) Center

March 20, 2009

BACKGROUND

The National Marine Protected Areas (MPA) Center was established within NOAA's National Ocean Service, Office of Ocean and Coastal Resource Management at the direction of Executive Order 13158. The MPA Center is based in NOAA headquarters in Silver Spring, MD, and maintains a West Coast office in Monterey and Santa Cruz, California. The MPA Center is engaged in a major initiative to establish a comprehensive and effective national system of MPAs in U.S. waters. To this end, the Center works with federal, state, territorial, tribal, and non-governmental partners to provide the science, information, tools, and strategies to develop and implement an effective, science-based national system of MPAs and to strengthen the management of existing MPAs. The MPA Center is also responsible for maintaining the national MPA web site (mpa.gov) and supporting an MPA Federal Advisory Committee.

EMPLOYMENT INFORMATION

SCOPE OF WORK

The contractor serves as the National Marine Protected Areas Center's (MPA Center) lead for implementation of the historic component of the "cultural" aspects of Federal Executive Order 13158.

- Serves as the MPA Center's technical lead for implementation of the "cultural" aspects of Federal Executive Order 13158, including contributing to the implementation of the Framework for the National System of MPAs and the MPA Center's strategic plan.
- Leads the design and implementation of the Framework's Cultural Heritage Goal gap analysis process to identify cultural resources requiring addition place-based protection.
- Identifies potential activities to be supported by the MPA Center as well as potential partners to undertake these activities, as appropriate.
- Serves as the MPA Center point of contact for Federal, state and tribal historic resource agencies and pertinent organizations. Maintains a list of contacts for the MPA Center.

- Works with the MPA Center's Designated Federal Officer and the MPA Federal Advisory Committee to support them and advise them on cultural and historical issues.
- Serves as the MPA Center's liaison to federal historic and cultural programs.
- Supports the development of the historic and cultural component of the National Marine Managed Area Inventory, National MPA List, and National System of MPAs. Participates as part of the inter-agency team developing definitions, criteria, policy and public documents, participates in, develops, conducts, and participates in professional, governmental and public conferences, meetings and workshops.
- Develops and maintains information for an "historic and cultural" section of the MPA Center's web site, MPA.gov.
- Works with MPA Center staff to develop public information material. Provides short articles for inclusion in the quarterly *MPA Currents* electronic newsletter on an intermittent basis.

PLACE OF PERFORMANCE

These tasks shall be performed in the MPA Center's offices in Silver Spring, Maryland. Most work will be accomplished during normal (i.e. 8 hours) work hours (Monday - Friday between 7:30-6:00, Federal holidays excluded). However, some work may need to be accomplished outside of normal work hours in the evening, on weekends, or holidays. The Government will provide office space, a phone, basic office equipment and supplies, and computer resources.

TRAVEL

The contractor will be required to travel locally and domestically on an as-needed basis. After receiving approval to travel from the MPAC, the contractor will make all of his/her own travel arrangements through ERT and shall also pay for his/her own travel costs in accordance with NOAA Travel Regulations. MPA Center will reimburse the contractor, also in accordance with NOAA Travel Regulations, for all costs incurred from approved travel. No invitational travel orders will be issued.

PERIOD OF PERFORMANCE

Ongoing, contingent upon available annual funding, beginning as soon as possible.

MONITORING PERFORMANCE AND MEASURING RESULTS: Day-to-day supervision and guidance will be provided by MPA Center staff and specific Task Monitors. Performance monitoring review will be handled by the National MPA Center Director, COR, and Task Monitor(s), and will be performed periodically through formal and informal means. In addition to specific deliverables as may be set forth in the activities above, the contractor shall provide monthly progress reports. These progress reports shall clearly and concisely correlate the level of effort expended during the

reporting period along with the specific activity the effort supported, and the accomplishments.

WAGES AND BENEFITS

Full-time with benefits at a GS-12 equivalent.

KNOWLEDGE, SKILLS AND ABILITIES

EDUCATION AND EXPERIENCE

Master's degree in marine archeology or maritime history. Bachelor degree with comparable work experience may be considered as equivalent. PhD a plus. Qualified candidates will have experience with the conservation and management of marine cultural resources; developing, synthesizing and managing cultural resource information; communicating cultural resource issues to decision makers and the public; and working as part of an interdisciplinary team.

REQUIRED SKILLS AND ABILITIES

1. Ability to organize and chair professional and inter-disciplinary meetings and working groups.
2. Ability to work creatively and constructively as part of a diverse team
3. Strong oral and written communication skills coupled with an ability to generate products (e.g. reports, analyses, presentations) in a timely manner
4. Ability to plan and manage projects independently, based on initial guidance and periodic feedback
5. Ability to manage time effectively and flexibly and to balance long-term efforts with short-turnaround priorities
6. Ability to understand and adapt to a complex and sometimes contentious policy arena of marine conservation

CONTACT:

Send resume and cover letter to:

**Human Resources Manager,
Earth Resources Technology, Inc.**
Dorsey Run Business Center
10810 Guilford Road, Suite 105
Annapolis Junction, MD 20701
careers@ertcorp.com

E-mail submission of cover letters and resumes is PREFERRED.
ERT is an equal opportunity employer.