



## SECOORA Seeks Contractor: Regional Surface Elevation Table Coordination

The [Southeast Coastal Ocean Observing Regional Association](#) (SECOORA), a regional non-profit organization based in Charleston, South Carolina, seeks a contractor to provide coordinator services including 1) develop an inventory of existing Surface Elevation Tables (SETs); 2) conduct a SET gap analysis; and 3) develop and foster a SET Community of Practice, including facilitating a workshop and virtual meetings and developing web content.

SECOORA works with stakeholders within the four southeastern states – North Carolina, South Carolina, Georgia, and Florida – to monitor our coasts and ocean. SECOORA provides coastal and oceanographic data and products to communities, state and Federal agencies, and industries within the region. SECOORA is one of 11 Regional Associations working in partnership with the [Integrated Ocean Observing System \(IOOS\) Program Office](#), other federal agencies, and interested stakeholders in the public and private sectors to build and operate our Nation’s coastal and ocean observing capabilities.

SETs are used to measure the changes in elevation of wetlands, such as coastal marshes. SETs, once a long-term record has been established, help determine if a marsh is retaining enough sediment to keep up with sea level rise or if it is being “drowned”. The Southeast coastal zone managers have requested additional SET monitoring stations across the region to increase data available on marsh resilience to sea level change. Discussions with a number of regional experts revealed that various groups in each state install and manage SETs, including the NOAA National Estuarine Research Reserves and Sentinel Site programs, U.S Geological Survey offices, U.S. Fish and Wildlife Service, military installations, and others. Currently there is no regional coordination on SET installation or data management in the Southeast.

This scope of work is to provide regional coordination for two years, with an opportunity to continue beyond the 2 years (contingent on funding). The anticipated start date for the SET contractor is February 2023. The successful contractor is able to work remotely but will need to be available via phone during normal working hours. The contractor will work with SECOORA staff on the following:

### **Contractor Responsibilities:**

1. Year 1:
  - a. Develop a comprehensive regional inventory of SETs in NC, SC, GA, and FL. This will involve setting up a framework for information to be collected for each

- station (location, date installed, owner, etc.) and researching online and in publications and reaching out to various organizations to gather information.
- b. Work with experts in each state to conduct a gap analysis by mapping stations, reviewing the geographic scope of SETs with regional experts, and assessing specific areas of concern through discussion with coastal and estuarine managers. Some of the priority locations that come out of this gap analysis will be funded during year 2 and subsequent years (contingent on funding).
  - c. Formalize a team of regional experts and develop and facilitate a community of practice (CoP) focused on sharing best practices and creating new knowledge around the data and its applications.
2. Year 2:
- a. Develop content for a basic web page for the SET CoP and work with the SECOORA Communications Director to keep it updated as needed.
  - b. Continue to facilitate the CoP through hosting virtual meetings.
  - c. Assist SECOORA with defining the data management needs for SET data, and contracting with a data management team to ingest standardized SET data and draft metadata requirements for the data.
  - d. Host a 2-day regional SET CoP workshop focused on standardized SET station installation protocols, data formats and metadata, demonstration of the SET data portal, and uploading/sharing of SET data. SECOORA will fund the installation of 16 SETs to fill gaps. Based on the gap analysis and workshop outcomes, assist representatives from NC, SC, GA, and FL to prioritize 16 SETS installations (4 stations in each state). Funding will be provided to each state to complete the installations. Track installation status and notify CoP as installations are completed.

### Required Expertise and Skills:

- Able to work within the framework of a diverse, region-wide organization.
- Ability to perform work virtually and must have access to stable wi-fi / internet.
- Motivated self-starter with ability to work independently and as part of a team.
- Detail oriented with strong analytical, organizational, documentation, and planning skills.
- Demonstrated ability to build partnerships and communicate, collaborate, and work effectively with diverse groups of internal and external stakeholders.
- Capable of working and communicating with both technical and nontechnical colleagues.
- Proficiency and practical experience regarding basic computer skills, including Microsoft Word, Excel, PowerPoint, and Google Docs.

- Have a willingness and ability to travel within the SECOORA region to attend and support workshops and meetings.

#### **Desired Expertise and Skills:**

- A scientific background and understanding of sea level rise issues in the Southeast.
- Experience with installing and/or using Surface Elevation Table data.
- A strong understanding of the existing Integrated Ocean Observing System Program, SECOORA and/or ocean or coastal issues, science, and policy, and the southeast U.S. region.
- The preferred location for the contractor is in one of the following states: Florida, Georgia, North Carolina or South Carolina.

#### **Required Qualifications:**

- This position requires a bachelor's degree plus 2 years related experience or an equivalent work experience.

**Period of Performance:** Initial six-month contract, with options to extend based on performance and funding.

**Compensation:** The contract offer will be based on the successful candidate's qualifications and experience. Anticipated workload is approximately 20 hours per week during Year 1 and about 10 hours per week in Year 2.

**Application Deadline:** January 18, 2023 at 5pm ET.

**To Apply:** Submit a cover letter addressing skills and qualifications; a formal resume with a list of experience covering, at minimum, the last 5 years; and a list of three professional references (name, title, address, and phone number). Please email application materials to Megan Trembl (mtrembl@secoora.org) with a cc: to Debra Hernandez (debra@secoora.org) in PDF file format.

#### **Equal Employment Opportunity Employer**

SECOORA provides equal employment and contractor opportunities. SECOORA prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.