



Deadline July 7, 2023 (or until filled)

Regional Surface Elevation Table Coordinator for SECOORA

The Southeast Coastal Ocean Observing Regional Association (SECOORA) is a regional non-profit organization based in Charleston, South Carolina. 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.

SECOORA seeks a Surface Elevation Table (SET) Coordinator to provide the following services: 1) develop an inventory of existing Surface Elevation Tables (SETs) for the southeast region; 2) conduct a SET gap analysis for the region; and 3) develop and foster a SET Community of Practice, including facilitating a workshop and virtual meetings and developing web content.

SETs are used to measure the changes in elevation of wetlands, such as coastal marshes. SETs, once long-term records have been established, help determine if a marsh is retaining enough sediment to keep up with sea level rise or being lost to sea level rise and transitioning to open water. Southeast coastal zone managers have requested a coordinated approach to monitoring SETs, managing, and displaying SET data for geographic comparisons, and potentially installation of new SETs within the region or an evaluation of newer technologies that could augment existing SET data. The goal is to increase data availability on marsh resilience to sea level change. Discussions with regional SET monitoring programs/teams revealed that various groups in each state install and manage SETs, including the National Park Service, 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 Coordinator is no later than August 1, 2023. The successful candidate is able to work remotely, but will need to be available via phone during normal working hours and be available for minimal travel to support workshops.

The Regional SET Coordinator will work with SECOORA on the following:



Regional SET Coordinator Responsibilities

1. Year 1:
 - a. Continue to build 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.) through online data and literature research and consultation with various organizations to gather information on current active SETs. A potential structure for the inventory would be: "Level 1" SETs - Federal government SETs; "Level 2" will be State and Local government SETs; and, "Level 3" will be SETs installed/monitored by academic/research institutions and NGOs.
 - b. Add to existing SET location databases and work with experts in each state to conduct a gap analysis by mapping existing stations, reviewing the geographic scope of SETs with regional experts, and assessing specific areas of concern (i.e., gap analysis) through discussion with coastal and estuarine managers.
 - c. Create a prioritized list of gaps in marsh elevation data that SETS or other technologies could fill in Year 2.
 - d. 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.
 - d. Develop data management and data visualization requirements with the CoP and regional coastal zone managers. Lead the search for a data management team that can ingest and visualize standardized SET data and draft metadata requirements for the data.
 - e. 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.
 - f. SECOORA has funding to install up to 16 SETs to fill gaps. Alternatively, funds could be used to support other technologies that can provide digital marsh elevation data instead of SETS, based on CoP recommendations. Track the status of SET installation or deployment of other technologies and provide status updates to CoP, coastal zone managers, and SECOORA.

Required Expertise and Skills

- Able to work within the framework of a diverse, region-wide network.
- 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 wetland ecology and coastal hydrodynamics, and familiarity with SETs and/or using SET data.
- Familiarity with basic statistical approaches used to analyze environmental data.
- Creativity to transform complex environmental data into formats useful for coastal zone management decisions.
- An understanding of ocean or coastal issues, science, and environmental policy.
- 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. Work experience may be waived if direct supervision is supplied by a graduate advisor or graduate committee.

Period of Performance

Initial one-year contract or grant with the option to extend for year two based on performance.

Funding Amount

The contract/subaward offer will be based on the successful candidate's qualifications and experience. The two-year budget for this opportunity is between \$70,000 and \$89,000, depending on qualifications and skills.

Additional funds to support the project include \$100,000 to install SETs and develop a regional database in Year 2 pending outcomes of Year 1 work. The selected contractor/subawardee will work with the SECOORA grants management team to award these funds, when needed.

Application Deadline

August 4, 2023 or until filled

There are two options to apply for this opportunity:

1. For individuals applying to fulfill this role as a contractor, please email 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).
 - a. Statement of work including identification of all personnel who will work on the project (i.e., lead contractor, other team members, supporting personnel or contractors etc.).



- b. 2-year Budget (Show budget for each year; maximum of \$89,000 total.)
 - c. 2-year Budget justification
 - d. Project team member CVs (no more than 3 pages per CV)
 - e. Organization's federally negotiated IDC rate agreement
2. Academic or state agency researchers can elect to apply for this opportunity as a grant award. Please submit the following documents in order to apply for this opportunity and have the funding provided to the applicant through their University:
- a. Statement of work including all personnel who will work on the project (i.e., lead PI, research faculty, graduate students, etc.).
 - b. [2-year Budget](#) (Show budget for each year; maximum of \$89,000 total.)
 - c. [2-year Budget justification](#)
 - d. Project team member CVs (no more than 3 pages per CV)
 - e. Organization's federally negotiated IDC rate agreement
 - f. [Proposal endorsement form](#)

Please application/grant materials to:

Debra Hernandez, SECOORA Executive Director, debra@secoora.org by August 4, 2023, 5:00 PM ET. All questions should be emailed to Debra Hernandez.

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.

