



JOB OFFER

HR & ADMINISTRATION OFFICER

Apply before March 20th, 2020

CORAL GARDENERS

Our Project

Coral Gardeners is an NGO created in 2017 by young surfers and fishermen from Mo'orea in French Polynesia. We aim to save coral reefs from extinction in two ways. Firstly, by raising awareness of their plight in schools, events and conferences around the world. Secondly, through our reef restoration program, in which we nurture healthy corals and transplant them onto degraded areas of reef.

Who we are

- 1) **Ocean lovers:** we come from the ocean. It feeds our bodies and it is our playground. It is a part of who we are.
- 2) **Storytellers:** we tell the stories of our islands and engage others with reef conservation.
- 3) **Humble:** the ocean is bigger than us, it teaches us humility, love and respect for all forms of life.
- 4) **Determined to act:** we can tell the story but, at some point, we need to jump in the water and plant some coral.
- 5) **Explorers:** we always look for new ways of doing things and learn about our environment and be wild, sometimes.

Where we are

Our headquarters are on Mo'orea, the sister island of Tahiti, in French Polynesia, but we have a dedicated team working from all around the world.

THE JOB - HUMAN RESOURCES & ADMINISTRATION OFFICER

Our people are the most important part of our project. The Coral Gardeners are the ocean kids willing to make an impact and save their reef.

Today, 15 permanent members and a few volunteers compose our team. As an HR manager, you would be in charge of insuring that we put the right people in the right spot and that they thrive in their jobs.

You will work closely with the other team managers and with our CEO.



We need you to:

- Shape and roll-out all HR administration & processes
- Design and manage our recruitment process (platforms, interviews, job offers, mail box, etc.)
- Organize training and team building events
- Make our HQ a better place to live in, participate in the administration and logistics of the office
- Support the awareness team in organizing the interventions
- Support the accounting manager

As a Human resources and administration officer you will also participate in general activities of the NGO.

WORK QUALIFICATIONS

- >1 year in human resources management
- >1 year in recruitment or volunteer management
- Good knowledge or international recruitment platforms
- Bachelor / Master Degree in management, human resources or law
- Taste for numbers
- Fluent in French and English

PERSONAL QUALIFICATIONS

- Passionate with coral reefs and the ocean
- Good communication skills, You're a true people person, able to embody, communicate and circulate our core values
- Open minded, willing to learn on new cultures and share his/her positive energy
- Autonomous and taking initiatives
- Organized and rigorous
- Able to work in a team

CONDITIONS

To be discussed depending on your profile and experience. You will work in our HQ in Mo'orea, French Polynesia

To apply, please complete this [form](#) and send us your CV

at joinus@coralgardeners.org with the object

“HR OFFICER”



Let's save the reef!