

## Job Description

**Job Title:** PMNM Outreach Project Coordinator  
**Job ID:** 29171  
**Project Name:** National Ocean Service  
**Full/Part Time:** Full-Time  
**Regular/Temporary:** Regular

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### Job Summary

Regular, Full-Time, RCUH Non-Civil Service position with the National Ocean Service, Papahānaumokuākea Marine National Monument (PMNM), located in Honolulu, Hawaii. Continuation of employment is dependent upon program/operational needs, satisfactory work performance, and availability of funds.

MINIMUM MONTHLY SALARY: \$3,416/Mon.

**DUTIES:** Responsible for developing, producing, and managing the production of education and outreach materials, including web site development and assisting with some media relations. Organizes, plans, and implements the Monument's educational and outreach materials in cooperation with Monument staff and the other co-managing agencies. Requires technical expertise for the following: layout of print collateral materials (i.e. brochures, greeting cards, flyers, posters), basic project management and coordination, supervision of print production, research of prospective vendors and sourcing, web development, maintenance and updating, power point development, editing and proof reading documents, promotional/outreach material development and production, and mail outs for the PMNM.

**PRIMARY QUALIFICATIONS:** **EDUCATION:** Bachelor's Degree from an accredited four (4) year college or university in Graphic Design, Communications, Journalism, Planning, Environmental science or related field. (Associate's Degree and six to eight (6-8) years of experience in outreach, communications, graphic design, project or event planning, and implementation may substitute for a Bachelor's Degree). **EXPERIENCE:** Four to six (4-6) years experience in graphic design work using a wide array of graphic, web and desktop editing software (specifically Adobe CS) and video editing software, specifically Final Cut Pro. Experience with overseeing production of printed materials. Ability to oversee other contractors that are assisting in the development of outreach and web products or web based tools. **ABIL/KNOW/SKILLS:** Basic knowledge of the Northwestern Hawaiian Islands' (NWHI) natural and cultural importance. Basic knowledge of marine and terrestrial ecological management issues in Hawaii. Ability to develop content and produce materials on short timelines. Demonstrated ability to manage projects and print or multi-media production. Strong skills in gathering and interpreting data to produce deliverables. Excellent verbal and written communication skills. Ability to develop and evolve business processes that streamline information flow within an organization, and to make these materials available to the public in a timely, responsive and intelligible manner. Able to be sensitive to individuals and groups with diverse political and cultural ideologies, and to research and understand both sides of key issues quickly and by working independently.

**SECONDARY QUALIFICATIONS:** An understanding of the Hawaiian Islands, its communities, and issues. An understanding of marine science, environmental issues, and environmental educational initiatives. A working knowledge of the Monument. Working knowledge and experience related to graphic design, outreach and educational initiatives related to the NWHI. Experience working with Native Hawaiian communities or developing materials that incorporate Native Hawaiian cultural content.

INQUIRIES: Moani Pai 397-2600 (Oahu).

APPLICATION REQUIREMENTS: The preferred method of applying for a job is through our on-line application process. Please go to [www.rcuh.com](http://www.rcuh.com), click on "Employment" and navigate to "Job Announcements/Apply for a Job." However, if you do not have access to the Internet, you may apply by submitting resume; cover letter including Recruitment ID#, referral source, narrative of your qualifications for position and salary history; names, phone numbers and addresses of three supervisory references and copy of degree(s)/transcripts/certificate(s) to qualify for position by fax (808) 956-5022 or mail to Director of Human Resources, Research Corporation of the University of Hawaii, 2530 Dole Street, Sakamaki Hall D-100, Honolulu, HI 96822 before the closing date. If you have questions on the application process and/or need assistance, please call (808)956-3100.

EEO/AA Employer.

**Please apply before:** 04/28/2009

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