Job Title: BIISC Outreach P/CR Spec-Hilo  
Project Name: Pacific Coop Studies Unit  
Reference: 024574

Job Summary:
Regular, Full-Time, RCUH Non-Civil Service position with the Pacific Cooperative Studies Unit, Hawaii Invasive Species Council (HISC) and Island Invasive Species Committees located in Hilo, Hawaii. Continuation of employment is dependent upon program/operational needs, satisfactory work performance, and availability of funds. Minimum Monthly Salary: $2,320.00-$3,599.00. Duties: Coordinate, implement and maintain outreach and education programs for the Big Island Invasive Species Committee (BIISC) in coordination with the Hawaii Invasive Species Council (HISC), Coordinating Group on Alien Pest Species (CGAPS) and other island Invasive Species Committees (ISC) Public Relations staff. Initiate and implement island-wide education/outreach and community stewardship programs, working closely with the media and private, county, state, and federal organizations, politicians, key officials and the general public to engender widespread support for and involvement in invasive species initiatives. Design and oversee production of pamphlets, posters, signs, public information displays, and prepare multimedia presentations and exhibits relating to these initiatives. Monitor statewide issues and capitalize on current opportunities and breaking news to educate the public through press releases and media outreach. Work with the HISC Public Outreach Working Group, hosting Island Invasive Species Committee Manager, the CGAPS and other ISC Information Specialists to identify, budget, and prioritize year-to-year project needs to support invasive species education agendas on the island of Hawaii and for statewide issues. Establish new and maintain existing collaborative partnerships with communities and other volunteer efforts to prevent the introduction and control the spread of invasive species. Negotiate and administer volunteer agreements. Lead volunteer activities in the field. Supervise the invasive species hotline and follow up on all incoming calls. Work with BIISC Field Operations Leader to obtain landowner permission for Operation crews or volunteers to access properties to treat invasive species. Minimum Qualifications: Education: Bachelors Degree from an accredited four (4) year college or university (Associates Degree from an accredited community college and 3-4 years of Public Relations or Public Outreach experience may substitute for Bachelors Degree). Experience: One to three (1-3) years experience in leadership, public relations, volunteer coordinator or similar type of position. Minimum one (1) year experience in preparing presentations materials, report writing and media coordination. Abil/Know/ Skills: Must have knowledge of media relations, and preparation of media campaigns and press releases for print and electronic
media. Must be able to write clear, concise reports. Must have excellent communication and program management skills to guide and implement an education program. Experience working with control of invasive species in Hawaii or elsewhere required. Demonstrated strength in communication skills and demonstrated ability to work with diverse groups of different backgrounds and opinions. Ability to work nights and weekends as situation demands. Must possess valid Hawaii drivers license. Physical/Medical Requirements: Ability to lift and carry 50 lbs. occasionally. Desirable Qualifications: Education or experience in journalism, marketing, environmental studies or other related field. Knowledge of Hawaiian culture, biota and threats from alien plant and animal invasions in Hawaii. Computer skills in presentation software (e.g. PowerPoint), internet communications, geographic information systems (GIS), databases and desktop publishing. Demonstrated ability to work effectively with media personnel regarding complex and potentially sensitive issues. Demonstrated ability to work effectively in a complex organizational structure, requiring sound decisions regarding priorities and workload. Demonstrated ability to work effectively and accurately with high degree of independence. Inquiries: Julie Leialoha, 974-4140 (Hilo). Application Requirements: The preferred method of applying for a job is through our on-line application process. Please go to 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. EEO/AA Employer

Please apply before: 11/29/2004

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