This is NOT the official posting. For the official posting see the RCUH Careers Website: http://www.hear.org/announcements/jobresources.htm (Search for Job ID# 26569)

Job Title: Statewide PEP Coordinator
Job ID: 26569
Name: Pacific Cooperative Studies Unit Project
Full/Part Time: Full-Time
Regular/Temporary: Regular
Closing Date: 10/24/2007

Job Summary

Regular, Full-Time, RCUH Non-Civil Service position with the Pacific Cooperative Studies Unit, Plant Extinction Prevention (PEP) Program located in Honolulu, Hawaii. Continuation of employment is dependent upon program/operational needs, satisfactory work performance, and availability of funds.

Minimum Monthly Salary:
Commensurate with qualifications.

Duties:
- Coordinates and oversees the implementation of management actions for PEP plant species populations in an efficient and effective manner.
- Work must be done in accordance with applicable Federal, and State regulations and laws, especially regarding endangered species, safety and health, and pesticides.
- Develops an annual work plan based on goals and objectives with guidance from the Plant Recovery Coordinator, State Botanist, and PEP steering committee members and cooperators, and translates the plan into action.
- Provides overall leadership and oversight of the program toward the collection and management of species targeted by the annual PEP work plan.
- Works with funding agencies to identify and obtain financial support for projects.
- Works with county, state, and federal agencies, and private landowners to establish PEP as an accepted and ongoing part of the solution to preventing extinction of on-the-brink species.
- Works with watershed partnerships to coordinate endangered plant funding opportunities and PEP management implementation.
- Writes proposals to various agencies for funding.
- Prepares substantive written quarterly progress reports, annual reports, press releases, and technical reports for PEP and funding sources.
- Presents slide shows and oral reports to funding agencies and partners on the directions and progress of the program.
- Monitors budget and expenses, especially non-State matching funds associated with the implementation of the PEP work plan.
- Assures favorable public relations and quality control of action by the team.
- Assists coordinators in obtaining necessary permissions from landowners prior to action by the crew.
Assures that information on plants collected and managed are kept in project records.
Assures maintenance of protocols for collection and management, and prevention of alien species seed dispersal by field crews.

Minimum Qualifications:

Education:
Bachelors Degree from an accredited four (4) year college or university in Biology, Environmental Planning, or related field with basic/related biology courses (Bachelors Degree in non-related field with three (3) years of experience in environmental planning with conservation project management responsibility in Hawaii may substitute for Bachelors Degree in one of the aforementioned fields).

Experience:
- Three to five (3-5) years of related work experience with experience in environmental planning or project administration or management responsibility, with one to two (1-2) of those years experience in Hawaii.
- One to three (1-3) years of supervisory experience (Masters Degree from an accredited college or university with emphasis on endangered species biology may substitute for some experience).

Abil/Know/Skills:
- Must possess knowledge of vegetation and/or plant monitoring techniques and data collection.
- Knowledge of computer programs which aid in the organization and implementation of projects.
- Able to organize and plan natural resource projects.
- Demonstrated skill in summarizing findings and recommendations, as well as, proficiency in oral and written presentations.
- Ability to estimate costs associated with natural resource projects.
- Ability to project budget requirements for future program needs.
- Knowledge of and skill in planning, scheduling, and conducting environmental related grants and projects and evaluating and recommending ways to improve the effectiveness and efficiency of programs.
- Must be proficient in the use of PC for word processing and spreadsheets.
- Good understanding of budgeting, procurement, report writing, and general office administration.
- Must possess a valid driver's license.
- Must be able to pass a post offer criminal background check.
- Must be able to complete basic helicopter safety course and rappelling training within twelve (12) months of hire.

Desirable Qualifications:
- Administrative experience reviewing funding proposals.
- Knowledge of funding sources in Hawai‘i and nationally.
- Demonstrated ability to obtain funding.
- Knowledge of pertinent laws and regulations regarding endangered species in Hawaii.
- Knowledge of Hawaiian community, economy, and politics.
- Knowledge of endangered species management and monitoring, safety and logistical training.
- Experience working with control of invasive species in Hawaii or elsewhere.
- Experience with PC software MS Access, PowerPoint (versions 2000 or higher) and ArcView (version 3.2 or higher).

**Inquiries:**
Lynnette Kinoshita 965-3932 (Oahu).

**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.