Job Title: Kohala Watershed Coordinator  
Job ID: 26629  
Project Name: Pacific Coop Studies Unit  
Full/Part Time: Full-Time  
Regular/Temporary: Regular  
Closing Date: 12/08/2006  

Job Summary  

Regular, Full-Time, RCUH Non-Civil Service position with Pacific Cooperative Studies Unit (PCSU), Kohala Watershed Partnership (KWP), located on the Island of Hawaii. Continuation of employment is dependent upon program/operational needs, satisfactory work performance, and availability of funds.  

Minimum Monthly Salary:  
Commensurate with qualifications.  

Duties:  

- Gain support for, finalize, and implement the Kohala Watershed Draft Management Plan.  
- Focus on building the foundation of the newly formed KWP, maintaining office space and other necessities to coordinate the KWP efficiently and effectively, and raising funds from public and private sources, with the support of KWP members, to fund the needs and projects for the partnership.  
- Plan, prioritize, and implement Kohala Watershed Partnership projects.  
- Work in conjunction with private and public watershed partners and direct a team of KWP members to implement forested watershed protection projects such as fencing, feral animal and weed control, monitoring, and public outreach.  
- Assure favorable public relations.  
- Assure that information on watershed protection activities is properly kept in project records.  
- Work with funding agencies to identify and obtain financial support for projects. This includes writing and submitting grant applications and reports.  
- Recruit, hire, and train, with the assistance of partner members, field crew and volunteers in control methods, proper watershed management procedures, equipment, and safety.  
- Accurately record and report work progress.  
- Work with landowners and the community to implement management objectives and to obtain proper approvals to carry out management objectives.
➢ Lead public outreach efforts; work with the media, community organizations, civic leaders and individuals through an effective program using personal contact, media briefings, brochures, press releases, presentations and public service announcements.

➢ Coordinate with cooperators, volunteers and the public to establish new collaborative efforts to protect the 68,000 acre Kohala watershed area.

Minimum Qualifications:

Education:
➢ Bachelors Degree from an accredited four (4) year college or university in Biological Sciences, Resource Management, Planning or related field.

Experience:
➢ One to three (1-3) years of project management experience involving planning, scheduling, internal/external relations, and administration.
➢ Experience must also include at least one (1) year of field activities relating to agricultural, watershed or natural resources management, and one to two (1-2) years of supervisory or leadership experience.

Abil/Know/Skills:
➢ Working knowledge of Hawaiian biota and watershed threats.
➢ Familiar with fencing techniques and ungulate control issues.
➢ Knowledge of laws, rules and polices involved with watershed management and their implications for watershed partners.
➢ Working knowledge of MS PowerPoint, databases systems, and geographic information systems (ARCVIEW).
➢ Proficient computer skills in word processing, and spreadsheets (MS Excel).
➢ Proficient in grant/report writing, fundraising, budgeting, procurement, report writing, and general office administration.
➢ Ability to read maps and aerial photographs.
➢ Must possess the American Red Cross Certification in First Aid/CPR (or be able to obtain the certificate following the training provided).
➢ Ability to read maps and navigate and use GPS units/compass in remote areas. Able to obtain hunter safety certification.
➢ Be able to apply pesticides safely.
➢ Must be able to complete basic helicopter safety course within twelve (12) months of hire.
➢ Must be able to obtain hunter education safety certificate. Must be able to complete basic firefighting course for wildfire control.

Desirable Qualifications:
➢ Management, and public relations skills.
➢ Experience working with control of invasive species in Hawaiian forests; working with herbicides; and knowledge of Hawaiian flora and fauna.
➢ Knowledge of funding sources in Hawaii and nationally.
➢ Ability to work outdoors on extremely rough terrain, and under adverse weather conditions.
Inquiries:
Lisa Hadway 974-4216 (Hawaii).

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.