Job Title: Information, Education, and Outreach Specialist  
Job ID: 27069  
Project Name: Pacific Coop Studies Unit  
Full/Part Time: Full-Time  
Regular/Temporary: Regular  
Closing Date: 02/28/2007  

Job Summary  
Regular, Full-Time, Limited Term (one (1) year in duration with possibility of extension), RCUH Non-Civil Service position with the Pacific Cooperative Studies Unit (PCSU), located at Division of Forestry and Wildlife (DOFAW) on the Island of Hawaii. Continuation of employment is dependent upon program/operational needs, satisfactory work performance, and availability of funds.  

Minimum Monthly Salary: $2,320.00.  

Duties:  
- Coordinates the development of the Kipuka 21 Nature Trail with DOFAW and other cooperating agencies.  
- Initiates, implements, and maintains island-wide volunteer, outreach, and education programs associated with the Na Ala Hele Program on the Island of Hawaii.  
- Serves as the volunteer coordinator negotiating and administering volunteer agreements and leading volunteer activities in the field.  
- Develops volunteer program and implements a system to supervise volunteer activities for the Na Ala Hele Trails and Access Program on the Island of Hawaii.  
- Assists in the completion and maintenance of the Kipuka 21 Nature Trail and in the management of the Kipuka 21 Nature Trail information, education, and outreach program.  
- Assists with the coordination of all aspects of trail development with the granting agencies and project cooperators.  
- Coordinates with other programs for management and interpretation of the trail.  
- Leads the preparation of correspondence and reports for administrative use or publication in appropriate service outlets.  
- Operates a motor vehicle and a variety of equipment for development and upkeep of a nature trail and recreation facilities.  

Minimum Qualifications:  
Education:  
- Bachelors Degree from an accredited four (4) year college or university with specialization in Biology, Forestry, Geography, Outdoor Recreation, Education, or other natural resource management field.  

Experience:  
- One to three (1-3) years of experience in trail construction, leadership, public relations, volunteer coordinator or similar type of position.  

Abil/Know/Skills:  
- Training and expertise in the construction of public recreational trails.  
- Working knowledge of trail development and maintenance principles.  
- Working knowledge of trail maintenance equipment and techniques.  
- Working knowledge of recreation facilities maintenance.  
- Must have knowledge of native and indigenous flora/fauna and physical skills with outdoor work and use of associated tools.
Knowledge of the principles of natural and cultural resources and outdoor recreation management.
Ability to coordinate field logistics and train volunteers and technicians.
Must be capable of planning and coordinating projects and supervising personnel to accomplish project goals.
Possess a valid driver’s license.

Physical/Medical Requirements:
Must be able to lift forty (40) pounds.

Desirable Qualifications:
Familiarity with the Island of Hawaii and its native plants and birds.
Background in information and education.
Experience working with volunteers.

Inquiries:
Irving Kawashima 974-4217 (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. Recruitment open until filled. See RCUH website for closing date. Recruitment commenced on February 8, 2007. Screening and selection process will commence on March 6, 2007. EEO/AA Employer.