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# 27269)

Job Title: Navigating Change Educational Project Coordinator  
Job ID: 27269  
Project Name: National Ocean Service  
Full/Part Time: Full-Time  
Regular/Temporary: Regular  
Closing Date: 06/21/2007

Job Summary

Regular, Full-Time, RCUH Non-Civil Service position with the National Ocean Service (NOS), Papahānaumokuākea Marine National Monument, 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:
- Supports and manages the Navigating Change educational project.
- Works with the government, community, and academic partners to plan, organize, coordinate, and facilitate teacher workshops across the State of Hawaii using the Teachers Guide to Navigating Change.
- Coordinates and facilitates meetings of the executive board of Navigating Change partners.
- Maintains communications and reports with the board.
- Updates and enhances the Teachers Guide and arranges for reproduction of the guide.
- Assists with other Monument education and outreach programs and events.

Minimum Qualifications:

Education:
- Bachelors Degree from an accredited four (4) year college or university in Education, Teaching, Communications, Journalism, Planning, or related field.
- At least six (6) years of proven work experience in teaching or informal education, including experience conducting workshops and evaluating educational programs may be substituted.

Experience:
- Two to four (2-4) years of experience in teaching or informal education.
  - This includes experience in conducting workshops, evaluating educational programs, and working with diverse community sectors and issues in Hawaii, and multiple parties with different political sensitivities.

Abil/Know/Skills:
- Working knowledge of the natural and cultural history of the Hawaiian Islands including the Northwestern Hawaiian Islands.
- Extensive knowledge of Hawaii’s marine environment, flora and fauna.
- Knowledge of local and national education standards, performance measures, and benchmarks.
- Excellent verbal and written communication skills.
Skilled in desktop editing (Adobe InDesign), Microsoft Office (Word, Excel, PowerPoint), web site editing, on-line collaboration tools, image editing, and good general computer operation skills.

**Physical/Medical Requirements:**
- Must possess a valid drivers license.

**Desirable Qualifications:**
- Familiarity with the Navigating Change and the Polynesian Voyaging Society.
- Teaching credential and certification. Expertise with Hawaii DOE Content and Performance Standards.
- Prior experience working with Hawaii DOE teachers.
- Prior experience with online collaboration or mentoring.
- Familiarity with maintenance and organization of electronic information.
- Video and web site editing experience.
- Fluency in written and spoken Hawaiian.
- Four (4) or more years of classroom teaching experience. Intimate knowledge of the Hawaiian Islands, its communities and issues.
- Basic knowledge of the Monument. Experience working with Native Hawaiian communities.
- Knowledge of marine conservation issues and environmental issues.

**Inquiries:**
Moani Pai 397-2662 (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.

Please apply before: 06/21/2007 title: Nav Change Ed Prjct Coord Job ID: 27269
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