Job Title: Coral Reef Part Research/Outreach Specialist  
Job ID: 27278  
Project Name: HIMB  
Full/Part Time: Full-Time  
Regular/Temporary: Regular  
Closing Date: 05/29/2008  

Job Summary  
Regular, Full-Time, RCUH Non-Civil Service position with the Hawaii Institute of Marine Biology (HIMB), located in Kaneohe, Hawaii. Continuation of employment is dependent upon program/operational needs, satisfactory work performance, and availability of funds.

Minimum Monthly Salary:  
Commensurate with qualifications.

Duties:  
- Project coordination for a large federal grant regarding marine ecosystem research and outreach for the Northwestern Hawaiian Islands (NWHI) Coral Reef Research Program at HIMB.  
- Develop, initiate and participate in a variety of outreach activities.  
- Liaise with the NWHI Marine National Monument Office and other agency partners.  
- Conduct agency and legislative briefings.  
- Coordinate and facilitate semi-annual meetings and monthly brown bag sessions.  
- Compile, edit and publish quarterly reports and other correspondence.  
- Stay informed and up to date on internal and external NWHI activities.

Minimum Qualifications:  
Education:  
- Bachelors Degree from an accredited four (4) year college or university in Marine Sciences or related field.  

Experience:  
- Three to five (3-5) years of experience working with marine or science education and outreach. Experience in project coordination.  
- Experience conveying scientific and project material to a wide range of audiences.  
- Experience with web content design and evaluation.  
- Shipboard and boating experience.

Abil/Know/Skills:  
- A high level of knowledge in marine sciences and a solid understanding of the research initiatives at HIMB.  
- Knowledge in marine science as well as marine policy and management.  
- Familiarity with the National Marine Sanctuary Program, NWHI Marine National Monument Office, and the NOAA.  
- Skilled in the use of Microsoft Office computer programs (Word, Excel, Access and PowerPoint), Illustrator, and Photoshop.
Must possess excellent verbal and written communication skills, as well as, demonstrate editing skills.
Skilled in technical writing.
Demonstrated ability to establish, coordinate, interact with, and maintain effective working partnerships with various internal and external stakeholders.
Ability to perform web design maintenance.
High level of demonstrated skill in water activities (snorkeling, scuba, boating).

Desirable Qualifications:
- Masters Degree from an accredited college or university in Marine Sciences, Marine Management, or related field.
- Familiarity with NWHI research initiatives at UH and federal and state agencies. Master diver certified or equivalent.

Inquiries:
Malia Rivera 236-7406 (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. Recruitment open until filled. Recruitment commenced on May 29, 2007. Screening and selection process will commence on June 5, 2007. EEO/AA Employer.