Job Title: Invasive Species Project Coordinator
Job ID: 27415
Project Name: Pacific Coop Studies Unit
Full/Part Time: Full-Time
Regular/Temporary: Regular

Job Summary

Regular, Full-Time, RCUH Non-Civil Service position with the Pacific Cooperative Studies Unit (PCSU), Division of Forestry and Wildlife (DOFAW), located in Honolulu, Hawaii. Continuation of employment is dependent upon program/operational needs, satisfactory work performance, and availability of funds.

Minimum Monthly Salary: $2,868.00.

Duties: Provide program development and a key point of contact for statewide invasive species programs including; the Hawaii Invasive Species Council (HISC), the Invasive Species Committees (ISCs), the Brown Treesnake Technical Working Group, Avian Influenza and West Nile Virus working groups, and partner agencies on projects related to invasive species, including: strategic planning; coordination of statewide invasive species prevention and management efforts; budget management; project administration; and public outreach and education coordination. Works in conjunction with state and federal agency partners and assists island coordinators and members to implement invasive species prevention and management projects such as Environmental Assessments for control actions, consistency between agency regulations related to invasive species, project organization and species-specific planning.

Minimum Qualifications: Education: Bachelors Degree from an accredited four (4) year college or university. Experience: Three to five (3-5) years experience in Natural Resource Management, Environmental Planning, and/or program management and coordination. Preference given to those with three to five (3-5) years experience supervising staff. (A Masters Degree from an accredited college or university may substitute for three (3) years of work experience.)

Ability/Knowledge/Skills: Knowledge of how to implement a multi-faceted natural resource-related projects. Basic understanding of principles pertinent to fiscal, personnel safety, and operational matters. Familiar with policy and law,
Hawaiian biota, island ecosystem processes, incipient alien plant and animal invasions. Skills in basic word processing and spreadsheets. Must possess a valid drivers license. Able to communicate orally and in writing.

**Desirable Qualifications:** Masters Degree from an accredited college or university in Natural Resource Management, Planning, and/or Policy. Coursework in Forestry, Wildlife Management, Natural Resources Management, Planning or related field from an accredited four (4) year college or university. Experience working with multiple stakeholders, collaborative management, conflict resolution/negotiations, strategic planning, and grant writing. Background in natural resources law, policy, and program development and advocacy. Familiar with State procurement process and the Office of Aircraft Services (OAS) helicopter safety training.

**Application Instructions:** 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 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 confirm your credentials 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.

**Inquiries:** Mindy Wilkinson 587-0164 (Oahu).


RCUH Job Description: https://psweb.rcuh.com/psc/exapp_psprod89/EMPLOYEE/HRMS/c/HRS_HRS.HRS_APP_SCHJOB.GBL