Job Title: NWHI Policy Specialist
Job ID: 28027
Project Name: National Ocean Service
Full/Part Time: Full-Time
Regular/Temporary: Regular

Job Summary
Regular, Full-Time, RCUH Non-Civil Service position with National Ocean Service (NOS), Papahanaumokuakea Marine National Monument (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: Track and analyze all Federal and State policies, initiatives, and management plans related to a marine and terrestrial ecosystem management and conservation. Track projected out-year budget planning. Review and edit planning documents and necessary environmental compliance documents, such as draft/final Environmental Impact Statements, environmental assessments, categorical exclusions, and compatibility determinations. Review and summarize all planning documents and consult with legal authorities to ensure policy consistency within the Monument. Provide assistance on policy development for the Monument Permit Program. Develop Monument policy in consultation with staff from multiple Monument agencies. Review and provide recommendations on documents from within National Oceanic and Atmospheric Administration (NOAA). Minimum Qualifications: Education: Masters Degree from an accredited college or university in Policy, Public Administration, Political Science, or related field, or Bachelors Degree and at least five (5) years of direct policy experience in resource management or conservation. Must have an educational background and/or professional experience in Natural Sciences, Biology, Conservation/Environmental Planning, Ocean Policy, or other Marine Conservation-related field. Experience: One to three (1-3) years of direct experience working in the marine policy field. In particular, conducting policy analysis, program development, and planning. Experience developing policies and writing detailed reports and operations plans. Experience working with community groups, interagency working groups, and professionals in the fields of education, research, management and policy. Experience working with Federal government agencies. Two to four (2-4) years experience working in the field of marine or conservation biology. Working experience with quantitative or qualitative socio- or biological indicators of marine ecosystems. Experience in producing products or services for diverse audiences, including print materials, publications, events, curriculum, exhibits, and displays. Abil/Know/Skills: Knowledge of regional cultures, physical and biological sciences, laws, regulations, programs, guidelines, and educational approaches related to environmental management and policy. Proficient knowledge of a broad range of federal and state authorities relating to marine management conservation and particularly knowledge of Proclamation 8031, the National Marine Sanctuaries Act, the
Executive Orders 13178 and 13196, Title III of the Marine Protection, Research and Sanctuaries Act, the National Environmental Protection Act, and the National Environmental Policy Act. Experience related to public speaking, presentation and communication techniques. Experience related to working effectively with other agencies and groups to lead multi-disciplinary task forces. Experience in developing recommendations, preparing clear and well organized written reports, and representing office policies in public arenas. Direct and participate in data collection and analysis and monitor data integrity and progress towards meeting project objectives. Demonstrated ability to manage project team to gather and interpret data to produce deliverables as required by contracting State agency and federal guidelines. Outstanding oral and written skill in communicating complex technical subjects or controversial agency policies for professional or lay audience. Must demonstrate proficiency in Microsoft Word, Excel, PowerPoint, and Filemaker Pro. Able to provide comprehensive analysis of and deal effectively with highly controversial issues affecting the National Marine Sanctuary program and specific projects, such as competing uses of recommended marine areas and conflicting views on the scope of management regimes. Desirable Qualifications: Basic knowledge of the Papahanaumokuakea Marine National Monument and National Marine Sanctuary Program, including history, policies, and priorities, and be prepared to exponentially increase knowledge and gain experience of the process over time. Experience working the NOAA and/or Marine Protected Areas. Working knowledge of the Northwestern Hawaiian Islands and coordinated management policy issues. Knowledge of the policy of marine conservation issues. Experience with data collection and the compilation of detailed reports. Previous experience with collaboration with private and government agencies for program implementation and management. Inquiries: Moani Pai 397-2660 (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:
02/01/2008