Job Title:  KISC Outreach & Project Facilitator  
Job ID: 28068  
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 PCSU, the Kauai Invasive Species Committee (KISC), located on Kauai, Hawaii. Minimum Monthly Salary: $2,105.00 to $3,166.00. Duties: Coordinate, implement and maintain outreach and education programs for the Kauai Invasive Species Committee (KISC). Establish and maintain existing collaborative partnerships to prevent the introduction and control the spread of invasive species. Responsible for the organization, oversight, and tracking of specialized short and long-term projects. Oversee tasks associated with projects as well as personnel required to implement projects. Produce project outlines, timelines, budgets, evaluations and reports. Prepare and edit manuscripts, reports, and publications. Coordinate and provide logistical support for KISC program including staff training requirements and educating staff on Human Resource updates. Minimum Qualifications: Education: Associates Degree from an accredited community college or two to three (2-3) years of college level coursework with emphasis in communications, natural resources management or related field. Experience: One to three (1-3) years experience in preparing presentation materials, report writing and media coordination. Six months to one year (6 mos to 1 yr) experience in leadership, public relations, public outreach, volunteer coordinator or similar type of position. Abil/Know/Skills: Familiar with MS Excel, Access, Word, PowerPoint, and Publisher. Knowledge of and experience with project planning and implementation. Proficient in word processing and spreadsheet computer applications and internet use. Ability to communicate effectively in writing and verbally. Ability to work independently with minimal supervision. Demonstrated strength in communication skills and demonstrated ability to work with diverse groups of different backgrounds and opinions. Ability to work nights and weekends as situation demands. Possess a valid drivers license. Physical/Medical Requirements: Ability to lift and carry 50 lbs occasionally. Desirable Qualifications: Bachelors Degree from an accredited four (4) year college or university in or relating to the biological sciences or communications related field. Expertise with Microsoft Office word processing, spreadsheet, and database programs. Knowledge of biological principles and appreciation for biological resources, especially pertaining to Hawaiian ecosystems and alien/invasive species issues. Knowledge and experience with KISC policies and procedures; experience or familiarity with PCSU and/or RCUH policies and procedures. Familiarity with pesticide regulations, use and documentation. Experience working in an office to support biological field activities. Inquiries: Keren Gundersen, 246-0684 (Kauai). 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:
02/19/2008