Job Description

Job Title: NARS Enhancement Coordinator
Job ID: 28185
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), located in Honolulu, Hawaii. Continuation of employment is dependent upon program/operational needs, satisfactory work performance, and availability of funds. Minimum Monthly Salary: $2,705.00. Duties: Coordinates efforts and activities to identify and include state and private lands that contain exceptional natural resources into the Natural Area Reserves System (NARS). NARS enhancement duties include: (1) Assisting NARS Commission (NARSC), Department of Forestry and Wildlife (DOFAW) staff and the public to identify NARS-quality lands; (2) Compiling biological, cultural, and geological resource data to prepare nomination proposals; (3) Educating the public about the proposed NAR additions; (4) Facilitating public processes on the additions; (5) Refining nomination proposals based on NARSC recommendations and public input; (6) Monitoring final steps of nomination process with Board of Land and Natural Resources (BLNR) and Governor approval with an Executive Order; (7) Working with DOFAW staff in drafting management plans for the newly created NARS and fulfilling other steps to manage lands; (8) Creating and distributing outreach materials based on the NARS additions and other DOFAW programs to educate the public; (9) Writing grants to fund land acquisitions and management of new natural area reserves and; (10) Providing assistance to program manager on other steps related to managing the NARS. Minimum Qualifications: Education: Bachelors Degree from an accredited four (4) year college or university. Experience: One to three (1-3) years of experience in natural resource related field. (Masters Degree from an accredited college or university with a major or specialization in a field with emphasis in the application of research and analytical methods and techniques may be substituted for one year of specialized experience.) Abil/Know/Skills: Working knowledge of the principles of ecology and conservation in Hawaii. Basic understanding of rules and policies pertinent to acquiring and changing the designation of land. Sensitivity to local culture. Excellent organizational and communication skills. Skills in researching and presenting data. Leadership skills in running meetings. Creativity to make and distribute educational materials to best inform the public. Basic computer skills in word processing and spreadsheets. Must possess a valid drivers license. Must be able to pass basic helicopter training within six (6) months of hire. Physical/Medical Requirements: Able to work outdoors on extremely rough terrain, and under adverse weather conditions. Able to lift and carry 50 pounds. Able to work and hike at elevations up to 10,000 feet and camp in remote unimproved areas for up to five days at a time. Desirable Qualifications: Demonstrated experience of research compilation and survey methods. Other safety, first aid, helicopter and/or fire training. Coursework in land use, natural resources management, and political science from an accredited college or university. Inquiries: Lynnette Kinoshita 956-3932 (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: 04/07/2008