

Job Description

Job Title: PMNM Policy Specialist
Job ID: 28266
Project Name: National Ocean Service
Full/Part Time: Full-Time
Regular/Temporary: Regular

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Job Summary

Regular, Full-Time, RCUH Non-Civil Service position with National Ocean Service (NOS), Papahānaumokuākea Marine National Monument (PMNM), 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: Coordinate, manage, review, issue, and track all permits and activities for the Papahānaumokuākea Marine National Monument. Analyze and determine impact of proposed and ongoing activities and reports other Monument staff and the Management Board. Write, review, and edit planning documents for the Monument. Prepares reports and briefings and presents on all activities and proposed activities. Develop outreach materials for targeted stakeholders and the public at large on Monument permits and performs outreach functions. Minimum Qualifications: Education: Bachelors Degree from an accredited four (4) year college or university in Environmental Studies, Environmental Policy, Public Policy Biology, Geography, or related field. Experience: One to three (1-3) years experience working in conservation, natural resource management and public policy in Hawaii. Experience working with diverse stakeholder groups. Demonstrated experience in writing and review of documents. Abil/Know/Skills: Knowledge about the National Marine Sanctuary Program, State of Hawaii. Working knowledge of the Monument permitting system, regulations and permit tracking system. Excellent working knowledge of the Monument, and National Marine Sanctuary System including history, policies and priorities. Working knowledge of natural and cultural resource management principles and the responsibilities and powers of Co-Trustees and Monument Management Board overseeing the management of the Monument. Excellent writing, editing, and communication skills. Outstanding oral and written skill in communicating complex technical subjects or controversial agency policies for professional or lay audience. Excellent organization and time-management skills. Proficiency in Microsoft Word, Excel, Powerpoint, Adobe InDesign and other layout programs. Physical/Medical Requirements: Able to lift/carry fifty (50) pounds of equipment, heavy boxes, etc. Desirable Qualifications: Masters Degree from an accredited college or university in Environmental Science. Professional experience in the area of environmental science. Experience working with constituent groups and gathering input on various issues affecting resource protection. Experience working with Marine Protected Areas and related policy issues. Knowledge of international environmental law and international maritime treaties and regulations pertaining to ocean vessels. Inquiries: Moani Pai 694-3928 (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: 05/13/2008

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