### Job Description

**Job Title:** HIHWNMS Mgmt Plan/Prgrm Coord  
**Job ID:** 28299  
**Project Name:** HIHWNMS  
**Full/Part Time:** Full-Time  
**Regular/Temporary:** Regular

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#### Job Summary

Regular, Full-Time, RCUH Non-Civil Service position with the HIHWNMS, located at the National Oceanic and Atmospheric Administration office in Honolulu, Hawaii. Continuation of employment is dependent upon program/operational needs, satisfactory work performance, and availability of funds.

**Salary:** Commensurate with qualifications. Duties: Responsible for coordinating the HIHWNMS management plan review and implementing a process to identify and evaluate resources for possible inclusion in the Sanctuary. The review process will include the identification, evaluation and prioritization of management issues related to protecting Hawaii's humpback whales and their habitat, the creation of action plans and strategies to further address these priority issues, and the development of potential management alternatives for the site. These issues and an analysis of the potential management regimes will be detailed in a draft and final supplemental management plan for HIHWNMS. The process to identify and evaluate resources for possible inclusion in the Sanctuary will involve evaluating potential resources already identified by partner agencies and its Sanctuary Advisory Council, and assessing whether other potential resources qualify as sanctuary resources and should be considered for possible inclusion in the sanctuary management regime. Develop and implement a public scoping process to identify additional resources for consideration for possible inclusion in the Sanctuary. Evaluate all candidate resources for national significance; assess the ability for the Sanctuary to protect those resources in lieu of the jurisdiction and efforts by other local, state and federal agencies. Work with sanctuary staff and the Advisory Council to develop a document for submission to the Governor that clearly describes recommendations, rationale, and an action plan as it concerns the possible addition of other resources to the Sanctuary. Coordinate the Sanctuary Advisory Council and acting as a liaison between council members (a 31-member advisory group) and sanctuary staff. Responsibilities include planning, coordinating, scheduling and attending council meetings. Work with sanctuary management to develop meeting agendas and programming efforts for the Council.

**Minimum Qualifications: Education:** Bachelor's Degree from an accredited four (4) year college or university in Marine Resource Management, Marine Biology, Ecology, or Environmental Studies, Economics, Policy & Planning or a related field of study. Experience: Four to six (4-6) years of work experience in writing and editing of detailed work plans, environmental project management, community relations including meeting planning, facilitation and recording of meeting content, marine resource policy and planning, or comparable work experience in a related field. 

**Abil/Know/Skills:** Knowledge of community based stakeholder processes, project management, maritime heritage, marine mammals, and marine resource management and conservation issues in Hawaii. Excellent verbal and written communication skills, proficient in managing complex projects, an ability to translate complex principles and technical data into user friendly manner that is comprehensive and professional. Must be able to operate both Macintosh and PC computers proficiently with knowledge of Microsoft Office programs.

**Desirable Qualifications:** Master's of Science degree from an accredited college or university in related field or equivalent post-graduate experience. Experience working with state and federal marine resource management organizations.
and policies in Hawaii. Experience with state and federal legislative bodies. Experience in establishing and maintaining effective working relationships with individuals who may have opposing views. Experience in collecting, reviewing, synthesizing and summarizing biological, ecological, economic, and cultural information and data. Experience in biological and socioeconomic impact analyses. Inquiries: Paul Wong 397-2651 x250 (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: 05/30/2008