Job Description

Job Title: JIMAR Pofc Is Rgn Edu&Otrch Cd
Job ID: 28398
Project Name: JIMAR
Full/Part Time: Full-Time
Regular/Temporary: Regular

Minimum Monthly Salary: Salary commensurate with qualifications.

Duties: Responsible for planning, developing, and implementing an effective outreach and education program with some guidance from the Communications Officer for NMFS Pacific Islands Region. This position is a regional liaison that serves as a resource, advisor, and point of contact for outreach and education staff in the divisions and programs of both offices. Coordinates and organizes outreach and education activities such as community events, school visits, public meetings, etc. for both offices. Works with managers, researchers, policy makers, the community, other government agencies, constituents, and stakeholders to analyze needs, design, develop, and produce effective educational activities and material such as fact sheets, brochures, displays, and posters for use at outreach and education programs that represent the Region. Minimum Qualifications: Education: Bachelor's Degree from an accredited four (4) year college or university in education, communications, graphics design, marine science, or related field. Experience: Three to five (3-5) years of experience in the planning, coordination, and delivery of an outreach and education program which included the design and production of outreach materials and activities using a variety of media. At least one (1) year of experience using computer graphics software and desktop publishing applications to layout printed material such as In Design and/or Photoshop. Experience or working knowledge in resizing, compressing, archiving, and reproducing photos and/or videos for distribution outside of the agency. Abil/Know/Skills: Demonstrated knowledge of principles of writing and editing through the effective use of grammar, spelling, and punctuation. Proficient in graphics art/design principles for layout of outreach and education material. Demonstrated knowledge of principles of communication. Working knowledge of education principles and design/development of teaching tools. Ability to lead and work with diverse and varied people to deliver an effective outreach and education program. Ability to communicate effectively (both verbally and written) and develop interpersonal relationships with a wide variety of people. Proficient in developing and making presentations to varied audiences. Post-Offer Requirements: Must be able to pass State of Hawaii post-offer criminal background check. Must meet US Department of Commerce (DOC), National Oceanic and Atmospheric Administration security requirements for working in a federal facility which includes being fingerprinted and having a federal background check performed.
Desirable Qualifications: Master’s degree from an accredited four (4) year college or university in education, communications, graphics design, marine science, or related field. Experience or working knowledge in designing web pages and managing web sites.

Inquiries: Nicole Wakazuru 956-9465 (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: 08/06/2008