Job Description

Job Title: JIMAR PIRO Mar Mam Resp Splst
Job ID: 28404
Project Name: JIMAR
Full/Part Time: Full-Time
Regular/Temporary: Regular

Job Summary

Regular, Full-Time, RCUH Non-Civil Service position with the School of Ocean and Earth Science and Technology (SOEST), Joint Institute for Marine & Atmospheric Research (JIMAR), located at the National Marine Fisheries Service (NMFS), Pacific Islands Regional Office (PIRO), in Honolulu, Hawaii. Continuation of employment is dependent upon program/operational needs, satisfactory work performance, and availability of funds.

Minimum Monthly Salary: $2,552 - 4,530.

Duties: Works with protected species program staff and under the guidance of the sponsor (Assistant Regional Administrator for Protected Resources) at the Pacific Islands Regional Office of the National Marine Fisheries Service. Serves as key member of the response network that respond to monk seal events and cetacean strandings. Serves as on-site coordinator, making decisions under emergency situations that involve highly endangered species, and leads the efforts of various agency staff during marine mammal strandings and responses. Builds and maintains relationships with other Federal and State agencies to facilitate marine mammal response programs. Develops and coordinates volunteer programs that educate the public about Hawaiian monk seals, whales, and dolphins and respond to monk seal haulouts, pupping, and cetacean stranding events. Performs administrative and logistical duties including creating travel orders and filing travel vouchers for network participants, purchasing response equipment and supplies, transporting equipment and supplies, maintaining property accountability logs, creating and maintaining databases of cetacean stranding and monk seal information, and drafting correspondence and reports related to the marine mammal response network activities. Coordinates public informational meetings and other educational presentations.

Minimum Qualifications: Education: Bachelor's Degree from an accredited four (4) year college or university in a Natural Resources related field or Environmental Education. Experience: One to three (1-3) years of experience in areas of natural resource management, education, or research. Experience with computer programs such as Microsoft Excel, PowerPoint, and Word. Abil/Know/Skills: Knowledge of the marine protected resources of the Hawaiian Islands. Ability to communicate with diverse audiences of varying ages, educational levels, and cultural backgrounds. Ability to work well within a team to accomplish stated objectives. Driver's license required to travel to response activities, transport supplies and equipment, and meet with volunteer and stakeholder groups.

Post Offer/Employment Conditions: Must meet the US Department of Commerce, National Oceanic and Atmospheric Administration security requirements for working in a federal facility which includes being fingerprinted and having a federal background check performed.
Physical/Medical Requirements: Must be able to perform moderate physical activity such as basic animal restraint, lifting of response equipment and supplies, and walking long distances on beaches.

Desirable Qualifications: Background in environmental/marine science, resource management, or environmental communication. Desired experience in the following areas: Knowledge of marine mammal species in Hawaii; knowledge or experience with marine mammal response activities; experience developing and managing volunteer programs; demonstrated team-building skills and ability to facilitate cooperation amongst groups with diverse viewpoints; skill in written communication, oral presentation, and computer graphics and design programs.

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: 08/04/2008