Job Description

Job Title: BIISC Public Outreach Specialist
Job ID: 28525
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), Big Island Invasive Species Committee (BIISC), located on the Island of Hawaii. Continuation of employment is dependent upon program/operational needs, satisfactory work performance, and availability of funds.

MINIMUM MONTHLY SALARY: Salary commensurate with qualifications.

DUTIES: Works to develop and maintain a positive public image for BIISC operations. Develops and implements public outreach and education programs to raise public awareness about and generate support for BIISC's efforts to control invasive plants and animals. Acts as a contact for public inquiries. Makes presentations to community and school groups, prepares and staffs educational displays at community fairs, and participates in gaining property access for BIISC field crew.

PRIMARY QUALIFICATIONS: EDUCATION: Bachelor's Degree from an accredited four (4) year college or university. EXPERIENCE: Two to four (2-4) years of experience in the field of science education, public outreach, or similar type of position. ABIL/KNOW/SKILLS: Knowledge of and/or ability to speak knowledgeably about Hawaiian biota and threats from alien plant and animal invasions in Hawaii. Knowledgeable about natural and cultural history. Must possess excellent public speaking skills. Must demonstrate an ability to produce original types of outreach products. Excellent computer skills, including PowerPoint and desktop publishing. Demonstrated ability to communicate clearly and effectively, both orally and in writing, with wide variety publics. Must have a valid driver's license. Must pass a post offer criminal background check. PHYSICAL/MEDICAL REQUIREMENTS: Ability to hike in remote areas and rugged terrain under inclement weather conditions. Able to backpack and lift and carry forty (40) pounds.

SECONDARY QUALIFICATIONS: College courses in a Natural Resources Management field or previous experience working in Natural Resources Management. College courses or experience in Journalism, Communications, or related field. Experience working with the media. Demonstrated ability to work effectively and accurately with high degree of independence.

INQUIRIES: Julie Leialoha 933-3340 (Hawaii). 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: 10/10/2008