Job Description

Job Title: Wao Kele O Puna Forest Reserve Coordinator
Job ID: 29065
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), Wao Kele O Puna (WKOP) Forest Reserve, located in Hilo, 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: Will primarily be working in and on natural resource management issues related to Wao Kele O Puna Forest Reserve. Establish and coordinate an advisory committee to develop a management plan that incorporates management practices, cultural values, research interests, educational opportunities, and more as needed. Coordinate with various state agencies such as, Division of Forestry and Wildlife (DOFAW), Division of Conservation Resources Enforcement (DO CARE), Office of Hawaiian Affairs (OHA) Research entities, and local communities to understand, collect, and incorporate their input within limits of Forest Reserve statutes. In conjunction with staff, manage all budgets available for natural resource management and protection of Wao Kele O Puna. Oversee natural resource data collection efforts including ground surveys, remotely sensed data, and more as appropriate. Act as WKOP community liaison, to conduct and attend community meetings associated with WKOP issues. Respond to public concerns, comments, and suggestions.

PRIMARY QUALIFICATIONS: EDUCATION: Bachelor's Degree from an accredited four (4) year college or university with a major in Forestry, Natural Resource Management, Environmental Planning or Law or similar specialization. EXPERIENCE: Three to five (3-5) years of progressively responsible experience in the field of forestry or conservation, land preservation land management; one of the four years must include personnel management experience. Must have two (2) years of experience working in Hawaii and be familiar with local cultures & practices. ABIL/KNOW/SKILLS: Familiar with development and implementation of a multi-faceted natural resource-related management plans; basic laws, rules, and policies pertinent to natural resource management in Hawaii; rules and policies relating to personnel safety, fiscal budget tracking experience, and operational matters; native Hawaiian forest flora and fauna; threats to native Hawaiian forest flora and fauna; dynamics of Hawaiian watershed and ecosystem processes; Global Positioning Systems (GPS) and Geographic Information System (GIS) mapping programs. Exercise sound judgment with decisions in the field; work cooperatively with DLNR and OHA staff; communicate effective orally and in writing with a diverse range of people and cultures; familiar with various computer programs, including word processing and spreadsheets, GIS mapping and data management skills; prepare operation budgets; grant writing; conflict resolution; and able to work independently. Must possess a valid driver's license and be able to drive a 4-wheel drive vehicle with manual transmission. Must be able to work flexible hours (i.e. odd or off-hours during emergency situations). Must be able to complete basic helicopter safety course within twelve (12) months of hire and First Aid/CPR training within six (6) months of hire. PHYSICAL/MEDICAL REQUIREMENTS: Ability to hike in remote and rugged areas with no trails or roads under inclement weather and be able to ensure the health and safety of staff personnel.
SECONDARY QUALIFICATIONS: Prefer familiarity with the Puna area on the island of Hawaii.

INQUIRIES: Sheri Mann 587-4172 (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. If you have questions on the application process and/or need assistance, please call (808)956-3100.

EEO/AA Employer.

Please apply before: 03/13/2009