

Job Description

Job Title: TMA Project Coordinator
Job ID: 29160
Project Name: Pacific Coop Studies Unit
Full/Part Time: Full-Time
Regular/Temporary: Regular

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Job Summary

Regular, Full-Time, RCUH Non-Civil Service position with the Pacific Cooperative Studies Unit (PCSU), Hawaii Volcanoes National Park, 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: \$3,416/Mon.

DUTIES: Manage the Three Mountain Alliance (TMA) watershed partnership program on the island of Hawaii under the broad direction of TMA members (currently nine members including federal and state agencies, private organizations and private landowners). Coordinates the development and implementation of a natural resources research, monitoring and management program for TMA partnership lands on the island of Hawaii. Collaborates closely with TMA members to develop, maintain and updates all program plans, prioritize action plans and ensure plans are implemented by TMA staff, TMA members and/or contractors. Provide oversight to TMA environmental education and field staff and supervises staff projects, training and safety. Works with funding agencies to identify and obtain financial support for watershed protection projects. Identifies other opportunities for program funding, writes grant proposals, and manages grant funding received. Formulates annual operational budget and budget summaries, drafts annual reports, technical reports and press releases. Coordinates and conducts field work to monitor species and habitat response to management actions. Analyzes data and prepares reports summarizing the results of the projects.

PRIMARY QUALIFICATIONS: **EDUCATION:** Bachelor's degree from an accredited four (4) year college or university in biology, zoology, botany, conservation biology or in a biological science. **EXPERIENCE:** Minimum of three to five (3-5) years experience in field activities relating to agriculture, watershed or natural resources research or management. At least one to three (1-3) years of professional experience working in a leadership or coordinator position, including grant writing and fundraising experience. **ABIL/KNOW/SKILLS:** Knowledge of Hawaiian biota and watershed threats. Knowledge of how to implement a multi-faceted natural resource management project. Knowledge of the principles of ecology and wildlife biology. Knowledge of safe pesticide use, fence construction techniques and non-native animal control methods. Must have planning, review, and report writing abilities. Skilled in hiring, supervising and evaluating technicians and other workers. Must have excellent communication and program management skills to guide and implement a research and management program. Basic computer skills in word processing and spreadsheets. Able to work independently and must possess a valid driver's license. **PHYSICAL/MEDICAL REQUIREMENTS:** Able to work outdoors and hike on extremely rough terrain, and under adverse weather conditions. Able to lift and carry thirty (30) pounds. Able to occasionally camp in remote locations.

SECONDARY QUALIFICATIONS: Knowledge of and skill in identifying and surveying native Hawaiian plant and animal species. Experience working with control of invasive plant and animal species in Hawaiian ecosystems. Experience working with herbicides/pesticides. Experience with

databases, spreadsheets and geographic information systems (ARCGIS). Certified in safety, CPR/first aid, helicopter operations, fire prevention/fighting and hunter safety training.

INQUIRIES: Shirlene Iwai 985-6087 (Hawai'i).

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: 04/29/2009

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