Job Description

Job Title: EMWP Community Outreach & Education Liaison
Job ID: 29384
Project Name: Pacific Coop Studies Unit
Full/Part Time: Full-Time
Regular/Temporary: Regular

Job Summary

Regular, Part-Time to Full-Time (60-100% FTE), RCUH Non-Civil Service position with the Pacific Cooperative Studies Unit (PCSU), East Maui Watershed Partnership (EMWP) located in Makawao, Maui. Continuation of employment is dependent upon program/operational needs, satisfactory work performance, and availability of funds.

MINIMUM MONTHLY SALARY: $1,392.00 to $3,599.00 (@ 60-100% FTE).

DUTIES: Leads public education efforts, working closely with EMWP Program Manager, to ensure favorable public relations of EMWP natural resource objectives. Interacts with EMWP landowners, media, schools, community organizations, volunteers, civic leaders, and local hunting community. Assists EMWP Program Manager as needed in working with funding agencies to identify and obtain financial support for projects. Assists in the preparation of reports, and prepares publications, press releases and other public outreach documents. Develops content and curriculum for classroom presentations on natural resource management and watershed protection programs.

PRIMARY QUALIFICATIONS: EDUCATION: Bachelor's Degree from an accredited four (4) year college or university. EXPERIENCE: One to three (1-3) years experience in an active research or resource management program (e.g., public relations, education, general administrative, inter-agency coordination, or other related experience) aimed at protection of Hawaii's ecosystems. ABIL/KNOW/SKILLS: Knowledge of Hawaiian biota and threats from incipient alien plant and animal invasions in Hawaii. Knowledge of basic methods to document a natural resource-related project. Demonstrated ability to communicate clearly and effectively, both orally and in writing. Proficient in word processing and spreadsheet computer applications, Internet use and familiar with html, website development and graphic design programs. Aptitude to learn ARCView and database applications. Must possess a valid driver's license. Post Offer/Employment Conditions: Must be able to complete basic helicopter safety course within twelve (12) months of hire. Must be able to pass a post offer criminal background check. PHYSICAL/MEDICAL REQUIREMENTS: Must be able to hike on uneven terrain in remote areas. Must not be acrophobic (afraid of heights).

SECONDARY QUALIFICATIONS: Familiar with biological principles and resources pertaining to Hawaiian ecosystems and alien/invasive species. Familiar with Hawaiian protocols, cultural values and traditions as they relate to conservation in Hawaii. Strong graphic design aesthetic and skills. Knowledge and experience with PCSU and/or RCUH policies and procedures. Experience working in an office to support and promote biological field activities.

INQUIRIES: Audrey Tamashiro-Kamii 573-6999 (Maui).

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: 09/22/2009