Job Description

Job Title: HAS Program Management Coordinator
Job ID: 29396
Project Name: Hawaiian Acad Of Science
Full/Part Time: Full-Time
Regular/Temporary: Regular

Job Summary

Regular, Full-Time, RCUH Non-Civil Service position with the Hawaii Academy of Science (HAS), located at the University of Hawaii at Manoa, in Honolulu, Hawaii. Continuation of employment is dependent upon program/operational needs, satisfactory work performance, and availability of funds.

MINIMUM MONTHLY SALARY: $2,868/Mon.

DUTIES: Manage the educational programs of the HAS, which includes serving as the Director of the Hawaii State Science and Engineering Fair and the Pacific Symposium for Science and Sustainability. Serve as the liaison between the Educational Programs office and the HAS Board. Supervise a Part-Time Program Specialist, Student Assistant, temporary hires/consultants and volunteers. Prepare the budget and write grant proposals for the State Science fair with guidance from the HAS Executive Council. Assist the Executive Council with fundraising and fiscal management of the program.

Prepare and distribute various publications and handle publicity and media relations for the HAS. Act as the liaison between the HAS and the Hawaii State Department of Education. Negotiate rental of space and allocate equipment for the Hawaii State Science and Engineering Fair, the Technology Education Fair and the Pacific Symposium for Science and Sustainability. Supervise the regional Science Symposium coordinator and Academy working committee members. Prepare financial statements for the HAS. Interact with teachers, district fair personnel, and judges by providing workshops on an as requested basis, answer queries related to the educational programs including International Science Fair rules, and link student participants with scientist mentors.

PRIMARY QUALIFICATIONS: EDUCATION: Bachelor’s Degree from an accredited four (4) year college or university in Business/Non-profit Management, Science, Social Science or related field. EXPERIENCE: Two to four (2-4) years experience working with the public, media, and large activity/special events. One to three (1-3) years of supervisory and fiscal management/accounting experience. One to three (1-3) years of experience with grant proposal writing and newsletter writing.

ABIL/KNOW/SKILLS: Must have experience with Macintosh OSX and be competent using Word, EXCEL, PowerPoint, Quicken, Filemaker Pro, 4D, InDesign and Dreamweaver. Must also have knowledge of Hawaii’s public and private schools. Must possess a valid driver’s license and have access to an insured vehicle to run errands for the Academy. Excellent communication and organizational skills. Excellent writing skills for grant proposal and newsletter writing. Post Offer/Employment Condition: Must be able to pass post-offer criminal background check.

PHYSICAL/MEDICAL REQUIREMENTS: Able to lift up to forty (40) pounds.

SECONDARY QUALIFICATIONS: Master’s Degree from an accredited college or university in Business/Non-profit Management, Science, or Social Science. Experience working with non-profit organizations and familiarity with RCUH human resource and accounting methods and procedures.

INQUIRIES: Irvin King 265-0059 (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: 09/23/2009