

Job Description

Job Title: HIHWNMS Outreach/Programs Facilitator
Job ID: 29473
Project Name: HIHWNMS
Full/Part Time: Part-Time
Regular/Temporary: Regular

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Job Summary

Regular, Part-Time (60% FTE), RCUH Non-Civil Service position with the Hawaiian Islands Humpback Whale National Marine Sanctuary (HIHWNMS), located at the National Oceanic and Atmospheric Administration (NOAA) office in Honolulu, Hawaii. Continuation of employment is dependent upon program/operational needs, satisfactory work performance, and availability of funds.

MINIMUM HOURLY PAY RATE: \$13.38/hr.

DUTIES: Responsible for developing, planning, and coordinating sanctuary education, outreach, and volunteer programs in coordination with sanctuary staff and other cooperating agencies and organizations. Collaborate with sanctuary partners to develop marine conservation education and outreach programs and materials. Provide general administrative support to sanctuary staff.

PRIMARY QUALIFICATIONS: **EDUCATION:** Bachelor's Degree from an accredited four (4) year college or university. **EXPERIENCE:** At least one (1) year of experience working with environmental education, outreach, or volunteer programs. **ABIL/KNOW/SKILLS:** Knowledge of environmental education or marine conservation outreach programs and how they are used to reach the public. Competent in both PC and Macintosh computers with skills in MS Office and other software.

SECONDARY QUALIFICATIONS: Bachelor's Degree from an accredited four (4) year college or university in Environmental Education, Marine Biology, Natural Resource Management, Zoology, or a related field. Knowledge of Hawaii's marine environment and marine conservation issues. Project management experience.

INQUIRIES: Paul Wong 397-2651 (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: 11/05/2009

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