Job Description

Job Title: EMWP Program Manager  
Job ID: 29508  
Project Name: Pacific Coop Studies Unit  
Full/Part Time: Full-Time  
Regular/Temporary: Regular

MINIMUM MONTHLY SALARY: $3,416.00-$6,063.00/Mon.

DUTIES: Manages EMWP program under the broad direction of EMWP. Develops maintains and updates all program plans, prioritizes action plans and ensures plans are carried out by subordinates. Initiates new program plans and presents them to EMWP for approval. Prepares any necessary plans for discrete projects for EMWP review. Incorporates safety culture in program management and all plans developed. Identifies opportunities for program funds and develops proposals and grants. Makes presentations, manages program budget. Prepares five (5) year budget plans and updates it on a yearly basis. Prepares and presents project accomplishments and budget status reports on a bi-monthly basis. Produces all progress and final reports. Produces all progress and final reports. Ensures all work is carried out in a safe and efficient manner. Participates in staff accident investigations, provides discipline and makes recommendations accordingly to minimize accidents. Represents EMWP in meetings. Organizes and conducts informational meetings and activities. Makes presentations to promote the purpose and goals of the EMWP. Collaborates closely with other organizations. Directs EMWP public education program. Supervises staff and subordinates and provides overall leadership by establishing priorities and setting program direction. Evaluates staff on yearly performance, seeks training opportunities and assures all required training is obtained.

PRIMARY QUALIFICATIONS: EDUCATION: Bachelor's Degree from an accredited four (4) year college or university. EXPERIENCE: Three to five (3-5) years of experience in field activities relating to agricultural, watershed or natural resources management. At least two (2) years managing experience. Grant writing and fundraising experience. Post Offer/Employment Conditions: Must be able to complete basic helicopter safety course within twelve (12) months of hire. Must possess First Aid/CPR certification (or be able to obtain the certificate following the training within three (3) months of hire). ABIL/KNOW/SKILLS: Knowledge of Hawaiian biota and watershed threats. Knowledge of how to implement a multi-faceted natural resource-related project. Basic computer skills in word processing and spreadsheets. Must possess a valid driver's license and be able to drive a 4-wheel drive vehicle with manual transmission. PHYSICAL/MEDICAL REQUIREMENTS: Able to lift and carry thirty (30) pounds. Must be able to work and hike up to 7,000 feet elevation and camp in remote unimproved areas for up to five (5) days at a time.

SECONDARY QUALIFICATIONS: Bachelor's Degree from an accredited four (4) year college or university in Natural Resource Management, Botany, Environmental Studies or related field. Experience working with control of invasive species in Hawaiian rain forests, working with herbicides. Knowledge of Hawaiian flora and fauna. Experience in managing a natural resource program. Experience with personal computer databases such as Access or Paradox, spreadsheets such as

Excel and/or geographic information systems (ARCVIEW).

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: 12/07/2009