Job Description

Job Title: HISC Communications Coordinator
Job ID: 10002
Project Name: Pacific Coop Studies Unit
Full/Part Time: Full-Time
Regular/Temporary: Regular

Job Summary

Regular, Full-Time, RCUH Non-Civil Service position with the Pacific Cooperative Studies Unit (PSCU), Hawaii Invasive Species Council (HISC), with statewide work responsibilities. Duty station is in Honolulu, HI. Continuation of employment is dependent upon program/operational needs, satisfactory work performance, and availability of funds.

MINIMUM MONTHLY SALARY: $2,552/Mon.

DUTIES: Works closely with the HISC Public Outreach Working Group, the (Coordinating Group on alien Pest Species) CGAPS Public Information Officer, and partner agencies to craft and implement a statewide coordinated communications plan based on priorities identified in the HISC Strategic Plan. Responsible for coordinating and facilitating the work of the Public Information Officers associated with the Invasive Species Committees and partner agency outreach staff supported by HISC funding. Initiates statewide public education and community stewardship programs. Works to build partnership capacity with state and federal agencies and assists with projects that relate to HISC priority messages. Serves as a liaison to HISC member agencies and works closely with the media and private, county, state, and federal organizations, community leaders and the general public to engender widespread support for and involvement in invasive species initiatives. Designs and oversees production of pamphlets, posters, signs, public information displays, and prepares multimedia presentations and exhibits relating to these initiatives. Monitors statewide issues and capitalizes on current opportunities and breaking news to educate the public through press releases and media outreach. Establishes new and maintains existing collaborative partnerships to prevent the introduction and control the spread of invasive species.

PRIMARY QUALIFICATIONS:
EDUCATION: Bachelor's Degree from an accredited four (4) year college or University with emphasis in communications, natural resources management or related field.
EXPERIENCE: One to three (1-3) years experience in preparing presentation materials, report writing, and media coordination. Six (6) months to 1 year (6 mos. - 1 yr) experience in leadership, public relations, public outreach, volunteer coordinator or similar type of position.
ABIL/KNOW/SKILLS: Must have knowledge of media relations, and preparation of media campaigns and press releases for print and electronic media. Must be able to write clear, concise reports. Must have computer skills and be knowledgeable of common software (Word, Excel and PowerPoint) and have basic research skills (internet and traditional). Must possess a valid driver's license. Writing sample required.

SECONDARY QUALIFICATIONS:
Knowledge of Hawaiian culture, biota and threats from alien plant and animal invasions in Hawaii. Experience working with control of invasive species in Hawaii or elsewhere. Knowledge of desktop publishing software and Photoshop. Demonstrated ability to work effectively with media personnel regarding complex and potentially sensitive issues. Demonstrated ability to work effectively in a complex organizational structure, requiring sound decisions regarding priorities and workload. Demonstrated ability to work effectively and accurately with high degree of...
INDEPENDENCE.

INQUIRIES: Mindy Wilkinson 587-0164 (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: 01/11/2010