Job Description

**Job Title:** Conservation Grant Administrator

**Job ID:** 10056

**Project Name:** Pacific Coop Studies Unit

**Full/Part Time:** Full-Time

**Regular/Temporary:** Regular

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**Job Summary**

Regular, Full-Time, RCUH Non-Civil Service position with the Pacific Cooperative Studies Unit (PCSU), Division of Forestry and Wildlife (DOFAW), located in Honolulu, Hawaii. Continuation of employment is dependent upon program/operational needs, satisfactory work performance, and availability of funds.

**MINIMUM MONTHLY SALARY:** $3,416.00 - $5,000.00

**DUTIES:** Coordinates and oversees conservation grant programs. Provides budget oversight, spending projections, contract management, budget planning and reporting services for the Hawaii Invasive Species Council (HISC), Invasive Species Projects, and other conservation programs. Oversees the HISC Research and Technology grant program and Wildlife Conservation grant programs. Coordinates with grantees to ensure timely contract establishment and grant reporting. Monitors budget and expenses and ensures that measures of effectiveness are met by all grantees. Facilitates the project funding transfer to cooperating agencies including contract execution. Ensures that project data are organized and made available to cooperating departments and agencies. Coordinates project meetings, archives records of meetings and provides professional communication on project matters. Serves as author and editor for the yearly grant progress reports. Assists in drafting work plans associated with the conservation grant programs.

**PRIMARY QUALIFICATIONS:**

**EDUCATION:** Bachelor's Degree from an accredited four (4) year college or university preferably in Biological, Biomedical, or Environmental Science with basic/related biology courses. (Bachelor's Degree in non-related field with three (3) years of experience in environmental planning with grant or fiscal management responsibility will be accepted).

**EXPERIENCE:** Three to five (3-5) years of related work experience, of which one to three (1-3) years of experience in environmental planning with project administration and management responsibility.

**ABIL/KNOW/SKILLS:** Knowledge of the Hawaiian environment, community, economy and politics. Knowledge of conservation issues including invasive species. Knowledge of computer programs, such as Microsoft Word, Excel, PowerPoint and accounting programs, which aid in the organization and implementation of projects. Knowledge of planning, scheduling, and conducting environmental related grants and projects. The ability to evaluate and recommend ways to improve the effectiveness and efficiency of programs. Knowledge of State contracting and procurement procedures. Able to organize and plan natural resource projects. Demonstrated skill in summarizing findings and recommendations, as well as, proficiency in oral and written presentations. Able to estimate costs associated with natural resource projects. Able to project budget requirements for future program needs. Skilled in planning, scheduling and conducting environmental related grants and projects. Must possess a valid driver's license.

**SECONDARY QUALIFICATIONS:** Administrative experience reviewing funding proposals. Knowledge of pertinent laws and regulations regarding invasive species in Hawaii. Knowledge of threats from incipient alien plant and animal invasions in Hawaii. Experience working with control of invasive species in Hawaii or elsewhere.
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: 02/17/2010