

Job Description

Job Title: Conservation Initiatives Coordinator
Job ID: 10063
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), Department of Natural Resources, located in Honolulu, Hawaii. Continuation of employment is dependent upon program/operational needs, satisfactory work performance, and availability of funds.

MINIMUM MONTHLY SALARY: \$3,222-\$4,275.

DUTIES: DOFAW is responsible for planning, designing and implementing programs to provide for the conservation and restoration of wildlife resources of the State of Hawaii. Central to this is a focus on private and other lands that are traditionally not directly managed for conservation by government agencies. This position cooperates with DOFAW to provide consultation, coordination, planning and development related to the implementation of conservation initiatives including safe harbor agreements (SHAs), candidate conservation agreements (CCAs), habitat conservation plans (HCPs), incidental take permits, and coordination and administration of grant programs to assist landowner conservation efforts. Assist landowners in developing conservation agreements and plans is also a key responsibility.

PRIMARY QUALIFICATIONS: **EDUCATION:** Bachelor's Degree from an accredited four (4) year college or university in Biology, Botany, Zoology or Field Ecology. **EXPERIENCE:** Three to five (3-5) years of progressively responsible professional experience in the field of biology, ecology, field botany, wildlife conservation, and/or research (Master's Degree from an accredited college or university in related field may substitute for two (2) years of experience; Doctoral Degree from an accredited college or university in related field may substitute for three (3) years of experience). **ABIL/KNOW/SKILLS:** Knowledge and expertise in ecology, botany, and wildlife biology sufficient to conduct biological investigations to predict and identify the effects of land use and land management activities on the environment. Sufficiently developed writing and organizational skills to effectively express ideas and concepts. Ability to prepare and write various types of documents such as letters, memoranda, briefings statements, and technical reports. Ability to effectively communicate orally and express technically complex concepts and plans clearly. **Post Offer/Employment Conditions:** Must possess Certification in First Aid/CPR (or be able to obtain the certificate following the training provided within 3-months of hire).

SECONDARY QUALIFICATIONS: Comprehensive knowledge of Federal and State environmental laws, regulations, and regulatory processes. Skill and experience in data presentation, scientific expository style writing, and public speaking. Well-developed ability to work effectively with people from different backgrounds and with different perspectives. Experience in the development of SHAs, HCPs, and CCAs, including drafting and review of SHAs, HCPs, CCAs, environmental assessments, environmental impact statements, and incidental take permits. Experience coordinating development of SHAs, HCPs, CCAs with government and non government agencies and organizations. Master's Degree from an accredited college or university in Biology, Botany, Zoology or Field Ecology.

INQUIRIES: Scott Frez 587-4187 (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: 03/05/2010

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