Job Description

Job Title: PMNM Project Associate
Job ID: 10150
Project Name: National Ocean Service
Full/Part Time: Full-Time
Regular/Temporary: Regular

Job Summary

Regular, Full-Time, RCUH Non-Civil Service position with the National Ocean Service (NOS), Papahanaumokuakea Marine National Monument (PMNM), located in Honolulu, Hawaii. Continuation of employment is dependent upon program/operational needs, satisfactory work performance, and availability of funds.

MINIMUM MONTHLY SALARY: $2,459/Mon.

DUTIES: Coordinate project activities on natural and cultural resources projects related to carrying out Papahanaumokuakea Marine National Monument's management, education and programmatic functions to ensure the comprehensive, strong and lasting protection of the marine ecosystems and related marine resources of the Hawaiian Archipelago. Assist project managers in developing and monitoring projects; provide meeting support, including logistics, scheduling and presentations; report development, to include all aspects of research, writing and editing; and tracking of deliverables and timelines.

PRIMARY QUALIFICATIONS: EDUCATION: Bachelor's Degree from an accredited four (4) year college or university in Environmental Sciences, Geography, Environmental Planning, Physical or Marine Biological Sciences, Social Sciences, Hawaiian Studies or other related field. EXPERIENCE: Two to three (2-3) years of experience supporting project managers implement project plans. Experience with Microsoft (MS) Word, Excel, Microsoft Project and PowerPoint. Experience working in any of the following fields: conservation, natural resource management, cultural resource management or public policy. Demonstrated experience conducting background literature research, summarizing documents and effectively communicating complex ideas and issues to managers and other staff. Experience producing large complex documents. ABIL/KNOW/SKILLS: Knowledge of project tracking, evaluation and monitoring techniques and tools. Understanding of steps required to produce documents. Working knowledge of principles of conservation, natural resources or cultural resources management. Excellent Microsoft (MS) Word, Excel, and PowerPoint skills. Outstanding English verbal and written communication skills, attention to detail, organization and time management skills.

PHYSICAL/MEDICAL REQUIREMENTS: Lift up to twenty (20) pounds to assist in transporting equipment and gear.

SECONDARY QUALIFICATIONS: Strong skills in interpersonal communication and show a marked ability to work well with a variety of different types of individuals. Proficiency in other database, graphics or presentation software. Experience using both PC and Macintosh computers. Ability to write content for external or promotional materials, such as brochures, posters, and website content. Experience with Microsoft Project. Familiarity with the Hawaiian Islands, its communities, and issues. Knowledge of Hawaiian culture and language. Familiarity with the Papahanaumokuakea Marine National Monument and the National Marine Sanctuary System, including history, policies and priorities.

INQUIRIES: Moani Pai 397-2660 (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: 04/01/2010

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