Job Description

Job Title: TMA Pu‘u Wa‘awa’a Ahupua‘a Project Specialist
Job ID: 10226
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 (PCSU), located in Pu‘u Wa‘awa’a, North Kona Hawaii. Continuation of employment is dependent upon program/operational needs, satisfactory work performance, and availability of funds.

MINIMUM MONTHLY SALARY: Salary commensurate with qualifications.

DUTIES: Oversee and manage goals and interests of the Three Mountain Alliance (TMA) at Pu‘u Wa‘awa’a (PWW), an important and valuable watershed containing remnant dry forest with many rare and endangered plant species. Implement and manage ongoing and proposed research demonstration and monitoring projects. Facilitates the research, education and demonstration objectives of the Pu‘u Wa‘awa’a Unit of the Hawaii Experimental Tropical Forest (HETF). Secure additional funding for the TMA to have a larger presence in research and management of this important area and administer funds received for project implementation. Prepares correspondence and reports to TMA, Department of Land and Natural Resources (DLNR) and granting agencies as required. Responsible for public outreach and education related to the ahupua‘a of Pu‘u Wa‘awa’a, report writing, supervising volunteers and helping to facilitate meetings of the Pu‘u Wa‘awa’a Advisory Council.

PRIMARY QUALIFICATIONS: EDUCATION: Bachelor's Degree from an accredited four (4) year college or university in Biology, Zoology, Botany, Environmental Science, Ecology or Landscape Management. EXPERIENCE: One to three (1-3) years experience in natural resource management, research, monitoring, or other relevant/relevant work experience (i.e., writing environmental assessments, grant proposals, invasive species control, fire control, endangered species, coastal management, hunting-game management, ecotourism, etc.) ABIL/KNOW/SKILLS: Knowledge of how to implement a multi-faceted natural resource-related project. Knowledge of cultural, geological, archaeological and environmental significance and attributes of Hawaii. Basic understanding of rules and policies pertinent to personnel safety, fiscal, and operational matters. Working knowledge of the natural resources in Hawaii. Excellent organizational, leadership and communications skills. Basic computer skills in word processing and spreadsheets. Must possess a valid driver's license. Must possess the American Red Cross Certification in First Aid/CPR (or be able to obtain the certificate following the training provided within 6-month new hire probationary period.) Post Offer/Employment Conditions: Must be able to complete basic helicopter course within six (6) months of hire. PHYSICAL/MEDICAL REQUIREMENTS: Ability to hike and camp in remote areas and rugged terrain under inclement weather conditions, up to five (5) consecutive days. Able to backpack and lift and carry fifty (50) pounds.

SECONDARY QUALIFICATIONS: Knowledge of cultural, geological, archaeological and environmental significance and attributes of the North Kona Coast and the ahupua‘a system of Hawaii. Experience with grant proposal writing and knowledge and ability to seek funding sources. Coursework from an accredited college or university in one of the following: Forestry, Wildlife Management, Natural Resources Management, Anthropology, Archeology, Outdoor Recreation,
Environmental Education, Aquatics and Planning.

INQUIRIES: Shirlene Iwai 985-6087 (Hawaii).

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, mail, or hand-deliver 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. Online applications and faxed documents must be submitted/received by the closing date (11:59 P.M. Hawaii Standard Time/RCUH receipt time). Mailed documents must be postmarked by the closing date. Hand-delivered documents must be received by our HR office by 4 P.M. Hawaii Standard Time/RCUH receipt time. If you have questions on the application process and/or need assistance, please call (808)956-3100.

EEO/AA Employer.

Please apply before: 05/24/2010