Job Description

Job Title: Education Outreach Coordinator
Job ID: 10232
Project Name: UHH-Coll Of Agriculture/Forest
Full/Part Time: Part-Time
Regular/Temporary: Regular

Job Summary

Regular, Part-Time (50% FTE), RCUH Non-Civil Service position with the Department of Forestry and Natural Resource Management, College of Agriculture, University of Hawaii at Hilo, located in Waimea, Kohala District, on the island of Hawaii. Continuation of employment is dependent upon program/operational needs, satisfactory work performance, and availability of funds.

MINIMUM MONTHLY SALARY: $1,352.50/Mon. (@ 50% FTE)

DUTIES: Collaborates with partners to develop a long-term educational strategy and non-profit organization to support it. Provides cultural and historical instruction for students in the field. This includes but is not limited to guidance on oral history projects and working with team to support student projects relating to cultivation of Hawaiian heritage plants in Kohala. Contacts schools and helps provide van rides to the sites of interest. Partner with other Hawaiian culture-based programs to bring students to Puanui or bring lessons from Puanui to communities through efforts including web-based outreach and local gardens. Writes reports for the PI and other program members, summarizing the progress and status of the outreach program as a whole. Prepares and presents outreach and culture/heritage plant presentations to students as well as members of the community interested in the project.

PRIMARY QUALIFICATIONS: EDUCATION: Bachelor's Degree from an accredited four (4) year college or university. EXPERIENCE: One to three (1-3) years of outreach experience relating to the Hawaiian culture, heritage plants and the cultivation. ABIL/KNOW/SKILLS: Knowledge of Hawaiian culture, heritage plants and their cultivation. Must possess a valid driver’s license. Must have teaching skills and basic computer skills including Microsoft Word and Excel. Must possess Certification in First Aid/CPR (or be able to obtain the certificate following the training provided within twelve months of hire). Post Offer/Employment Condition: Must be able to pass a post offer criminal background check. PHYSICAL/MEDICAL REQUIREMENTS: Must be able to lift up to fifty (50) pounds. SECONDARY QUALIFICATIONS: More than three (3) years of outreach experience relating to the Hawaiian culture, heritage plants and the cultivation.

INQUIRIES: William Steiner, PhD. 974-7393 (Hilo).

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: 05/20/2010