Job Description

Job Title: PMNM Constituent Outreach Specialist
Job ID: 10266
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, Papahanaumokuakea Marine National Monument (PMNM) and the Northwestern Hawaiian Islands Coral Reef Ecosystem Reserve (NWHICRER), located in Honolulu, 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: Provides support to the staff of PMNM and the NWHICRER in carrying out its management, education, programmatic, and administrative functions to ensure the comprehensive, strong and lasting protection of the coral reef ecosystem and related marine resources of the Northwestern Hawaiian Islands. Serves as staff liaison for the Reserve Advisory Council (RAC) which is in the process of being phased out and for its successor, the Monument Alliance, and coordinate activities of the RAC and Monument Alliance; serve as community liaison and assist in the coordination of public and outreach events to increase public awareness about PMNM and the NWHICRER; coordinate the logistics for public meetings and other activities necessary to further outreach and partnership goals.

PRIMARY QUALIFICATIONS: EDUCATION: Bachelor's Degree from an accredited four (4) year college or university in Business Administration, Sociology, Public Administration, Marine Science, Environmental Sciences, Conservation Biology, Public Policy, Environmental Policy, Journalism, Mass Communications or other related field. EXPERIENCE: Two to five (2-5) years of experience working with the management of councils/advisory boards, public groups, interagency working groups comprised of professionals in the fields of education, research, management, policy, planning or other fields. Experience planning and coordinating the logistics for meetings and conferences. Experience in organizing outreach projects, working with volunteers, stakeholders and building partnerships with other organizations/agencies. ABIL/KNOW/SKILLS: Working knowledge of natural resources and cultural resources management principles and will be expected to learn the responsibilities and powers of regional, state and Federal agencies in relation to the management of PMNM and the NWHICRER. Possess excellent organizational skills and experience in planning and organizing large meetings and conferences. Possess good written and oral communications skills. Proficient with computers (e.g., Microsoft Word, Excel, PowerPoint and FileMaker Pro).

SECONDARY QUALIFICATIONS: Familiarity with the Hawaiian Islands, its communities, and issues. Knowledge of Hawaiian culture and language. Working knowledge of PMNM, the NWHICRER and the National Marine Sanctuary System including history, policies and priorities. Previous experience working with Sanctuary Advisory Councils or constituent/stakeholder alliances.

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, 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:** 06/10/2010