Job Description

Job Title: Fagatele Bay NMS Policy Specialist
Job ID: 10358
Project Name: Fagatele Bay Marine Sanctuary
Full/Part Time: Full-Time
Regular/Temporary: Regular

MINIMUM MONTHLY SALARY: Salary commensurate with qualifications.

DUTIES: Serve as staff liaison and point of contact for the FBNMS Sanctuary Advisory Council (SAC). Assist with coordination of strategic initiatives and partnerships to implement new and emerging issues and ensure their alignment with the Office of National Marine Sanctuaries strategic plan and associated performance measures. Coordinate all aspects of climate change policy as it relates to Fagatele Bay National Marine Sanctuary. Assist in all aspects of the development of a revised Sanctuary Management Plan. Track, analyze, and report on all Federal and State policies, initiatives, and management plans related to a marine and terrestrial ecosystem management and conservation. Produce reports and various policy documents.

PRIMARY QUALIFICATIONS: EDUCATION: Master's Degree from an accredited college or university in Policy, Public Administration, Political Science, or related field. (Bachelor's Degree and at least five (5) years of direct policy experience in resource management or conservation may substitute for a Master's Degree). Must have an educational background and/or professional experience in Natural Sciences, Biology, Conservation/Environmental Planning, Ocean Policy, or other Marine Conservation-related field. EXPERIENCE: One to three (1-3) years of direct experience working in the marine policy field. In particular, conducting policy analysis, program development, and planning. Experience developing policies and writing detailed reports and operations plans. Experience working with community groups, interagency working groups, and professionals in the fields of education, research, management and policy. Experience working with Federal government agencies. Two to four (2-4) years experience working in the field of marine or conservation biology. Working experience with quantitative or qualitative socio- or biological indicators of marine ecosystems. Experience in producing products or services for diverse audiences, including print materials, publications, events, curriculum, exhibits, and displays. ABIL/KNOW/SKILLS: Knowledge of regional cultures, physical and biological sciences, laws, regulations, programs, guidelines, and educational approaches related to environmental management and policy. Proficient knowledge of a broad range of federal and state authorities relating to marine management conservation and particularly knowledge of Proclamation 8337, the National Marine Sanctuaries Act and the National Environmental Policy Act. Experience related to public speaking, presentation and communication techniques. Experience related to working effectively with other agencies and groups to lead multi-disciplinary task forces. Experience in developing recommendations, preparing clear and well organized written reports, and representing office policies in public arenas. Familiarity and experience with Samoan culture. Direct and participate in data collection and analysis and monitor data integrity and progress towards meeting project objectives. Demonstrated ability to manage project team to gather and interpret data to produce deliverables as required by contracting territory agency and federal guidelines. Outstanding oral and
written skill in communicating complex technical subjects or controversial agency policies for professional or lay audience. Must demonstrate proficiency in Microsoft Word, Excel, and PowerPoint. Able to provide comprehensive analysis of and deal effectively with highly controversial issues affecting the National Marine Sanctuary program and specific projects, such as competing uses of recommended marine areas and conflicting views on the scope of management regimes.

SECONDARY QUALIFICATIONS: Basic knowledge of the Fagatele Bay National Marine Sanctuary and National Marine Sanctuary Program, including history, policies, and priorities, and be prepared to exponentially increase knowledge and gain experience of the process over time. Experience working the NOAA and/or Marine Protected Areas. Working knowledge of the unique culture of American Samoa and coordinated management policy issues. Knowledge of the policy of marine conservation issues. Knowledge of NOAA's Climate Change initiatives, policy, and issues. Experience with data collection and the compilation of detailed reports. Previous experience with collaboration with private and government agencies for program implementation and management.

INQUIRIES: Kelley Sage 397-2404 (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: 07/12/2010