Job Description

Job Title: Local Action Strategy & Micronesia Challenge Coordinator
Job ID: 10373
Project Name: PBRC/Richmond
Full/Part Time: Full-Time
Regular/Temporary: Regular

Job Summary

Regular, Full-Time, RCUH Non-Civil Service position with the Pacific Biomedical Research Center (PBRC), Guam Coastal Management Program, located in Guam. Continuation of employment is dependent upon program/operational needs, satisfactory work performance, and availability of funds.

MINIMUM MONTHLY SALARY: $3,620/Mo.

DUTIES: Responsible for supporting Guam's coral reef conservation efforts including the Coral Reef Initiative (CRI) and Guam's Micronesia Challenge (MC), and for implementing the Southern Watersheds Na Para/Guafi social marketing campaign. Provide coordination support to key partners in the continued development and implementation of all Guam Local Action Strategies (LAS) for Guam's coral reef priority threats. Assist the Point of Contact with the Coral Reef Management and monitoring grants in preparation of progress reports and annual grants. Coordinate, monitor and evaluate agreed MC milestones and deliverables. Assist with the development of Guam's MC strategy. Disseminate regional information to partners which will be used in outreach materials. Assist in coordinating the participation of key members of the Guam conservation community in regional activities related to MC/LAS activities. Implement the MC/LAS Land Base Sources of Pollution project through coordination of community events, educational displays/workshops and stakeholder meetings. Develop and distribute strategic campaign materials. Coordinate with the MC Communication Specialist on all outreach and educational activities. Coordinate the further development of Guam's MC strategy. Coordinate with the MC Communication Specialist on all outreach and educational activities.

PRIMARY QUALIFICATIONS: EDUCATION: Bachelor's Degree from an accredited four (4) year college or university in Biology, Environmental Studies, Social Science, or Micronesian studies. EXPERIENCE: At least six (6) years of experience working and living on Guam in field related to natural resources, social marketing and community outreach. Experience needs to be documented and acquired under the employment of an academic institution, governmental agency, private company, non-profit organization in the appropriate field and can include internships and accredited volunteer work. ABIL/KNOW/SKILLS: Knowledge of and/or expertise in Guam's Coral Reef Initiative, local action strategies and associated projects, the Micronesia Challenge and awareness of other ongoing conservation efforts. Knowledge of Guam communities and natural resources. Working knowledge of Survey Pro Survey Design and Management Software and Miradi Conservation Management Software. Knowledge of and/or expertise in social marketing principles and methodology. Must possess a valid driver's license. Excellent writing skills. Able to use a personal computer (PC). PHYSICAL/MEDICAL REQUIREMENTS: Ability to manage outdoor displays for long hours in variable weather conditions and lead hikes in remote areas and rugged terrain under inclement weather conditions.

SECONDARY QUALIFICATIONS: Knowledge of government of Guam Procurement system. Experience working in communities. Experience developing grassroots marketing tools to promote conservation. Awareness of Guam culture and current events pertaining to Guam.
INQUIRIES: Evangeline Lujan 671-475-9672 (Guam).

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: 07/16/2010