Position Description - Conservation Specialist

Position Summary
The Conservation Specialist supports the overall objectives of the O‘ahu Resource Conservation and Development Council (O‘ahu RC&D). The primary role of the Specialist is to provide technical assistance to agricultural enterprises on O‘ahu who wish to address natural resource concerns on their properties. A secondary role is to support outreach and educational efforts. The Conservation Specialist reports to the Executive Director. Both full and part-time positions are available.

Essential Duties and Responsibilities
- Prepares Conservation Plans to address natural resource concerns such as erosion, soil loss, water runoff, or misuse of pesticides and herbicides. Assists with implementation of plans, and provides regular follow up to clients.
- Assists with outreach, including field days, fairs and exhibits, service projects, conferences, website updates and news bulletins.
- Collaborates with other agencies, colleagues, and organizations to achieve mutual goals.
- Develops and establishes good working relationships with external organizations; maintains appropriate rapport with internal and external customers.
- Prepares monthly internal activity reports and project reports as appropriate.
- Supports a variety of O‘ahu RC&D projects as needed.
- Performs other duties as required.

Qualifications
- Ability to work with a wide variety of people in a respectful and relaxed manner.
- Ability to work collaboratively with partners and colleagues.
- BA/BS or higher in earth sciences, preferably with conservation emphasis.
- Field experience with land conservation issues helpful.
- Competence with basic computer programs (i.e. email, Word, Excel, PowerPoint, etc.).
- Experience with Geographic Information Systems (GIS) helpful.
- Strong organizational, writing and analytical skills.
- Ability to juggle multiple projects simultaneously.

Special Requirements of the Position: This employee will be required to meet with clients and partners at locations outside the office, sometimes on evenings or weekends. Many of the duties are performed in the field and require some bending, stooping, and lifting (less than 50 pounds). A portion of the duties are performed in an office setting. The employee must have a current valid driver’s license and automobile insurance, and furnish his or her own car.

To Apply: Send cover letter and resume to: admin@oahurcd.org. Inquiries welcome at this email address. Closing date: August 16, 2010.

O‘ahu RC&D is a non-profit 501(c)3 organization, helping the land help people through partnerships and projects.