Job Description

Job Title: Outreach & Education Assistant

Job ID: 10495

Project Name: Pacific Coop Studies Unit

Full/Part Time: Full-Time

Regular/Temporary: Regular

Job Summary

Regular, Full-Time, RCUH Non-Civil Service position with the Pacific Cooperative Studies Unit (PCSU) located in the Department of Land and Natural Resources (DLNR)-Division of Forestry and Wildlife (DOFAW) Administrative Office in Honolulu, Hawaii. Continuation of employment is dependent upon program/operational needs, satisfactory work performance, and availability of funds.

MINIMUM MONTHLY SALARY RANGE: $2,189-$2,889/Mo.

DUTIES: Work to improve environmental literacy in Hawaii. Increase public understanding of Native Ecosystems and Section programs. Organize outreach events to native ecosystem areas including volunteer trip coordination. Participate in outreach events, lead and facilitate school and community presentations, and engage the public in site visits Work with the DOFAW Information and Education Coordinator and the Department of Education implement teach workshops. Assist with miscellaneous projects for Section. Maintain regular, consistent media exposure to facilitate DOFAW media needs.

PRIMARY QUALIFICATIONS: EDUCATION: Bachelor’s Degree from an accredited four (4) year college or university. EXPERIENCE: One to three (1-3) years of experience in natural resource management related field/environmental education, public relations, volunteer coordinator or similar type of position. One to three (1-3) years of experience in preparing presentations materials, report writing and media coordination. ABIL/KNOW/SKILLS: Must have knowledge of Hawaii's natural resources, media relations, and preparation of print and electronic materials. Demonstrated computer skills in presentation software (e.g. PowerPoint), and internet communications. Must be able to communicate clearly and effectively with project partners and the community. Must have excellent communication and program management skills to guide and implement the teacher workshops and other education/outreach programs. Must have excellent writing skills and may be required to submit a writing sample. Experience working on environmental education projects in Hawaii required. Must possess First Aid/CPR certification (or be able to obtain the certificate following the training within three (3) months of hire). Post Offer/Employment Conditions: Must be able to pass criminal background check. PHYSICAL/MEDICAL REQUIREMENTS: Ability to hike for up to six and a half (6.5) miles while educating young children in mountainous and coastal conditions.

SECONDARY QUALIFICATIONS: Certified Project Learning Tree facilitator or educator. Knowledge of Hawaiian culture, biota and ecosystems. Familiarity with the state’s procurement system and legislative processes. Familiarity with land management practices in Hawaii for restoration, agriculture, and communities. Demonstrated ability to work effectively in a complex organizational structure, requiring sound decisions regarding priorities and workload. Background in website design and management, videography and design.

INQUIRIES: Michelle Jones 587-4188 (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:** 09/14/2010