Job Description

Job Title: PMNM Mokupapapa Discovery Center Program Coordinator
Job ID: 10595
Project Name: National Ocean Service
Full/Part Time: Full-Time
Regular/Temporary: Regular

MINIMUM MONTHLY SALARY: Salary commensurate with qualifications.

DUTIES: Responsible for developing and implementing community educational programs to a diverse audience through presentations, hands-on activities and exhibits. The educational programs will address major ecological and cultural themes related to the Northwestern Hawaiian Islands (NWHI). Responsible for the daily operation, maintenance and upkeep of the Discovery Center as well as assisting in its future development. Responsible for maintenance and improvements to large (2500 gallon) and various smaller salt-water aquaria, including animal husbandry of marine organisms. Assist with the training and managing of volunteers and interns to support these programs and activities.

PRIMARY QUALIFICATIONS: EDUCATION: Bachelor's Degree from an accredited four (4) year college or university with an emphasis in Environmental Education, Education, Policy, Zoology, Environmental Science, Marine Science, Curatorial Science, Social Science or related field.
EXPERIENCE: Two to four (2-4) years of experience with program implementation of public outreach and education in natural resource management and conservation, cultural education, interdisciplinary programs, and/or inquiry based learning. Experience building community support and interaction with educational outreach programs. ABIL/KNOW/SKILLS: Candidate must have a familiarity of biological, geological and cultural aspects of the entire Hawaiian Archipelago. Knowledge of experiential learning, educational theory and evaluation. Excellent communications skills. Ability to lead and coordinate others. Candidate must be skilled in developing and delivering effective public presentations and programs. Proficiency with common personal computer office software as well as desktop publishing software. Hold a valid driver's license. Skill with basic facility upkeep - minor painting, equipment assembly, equipment repair, and electronics configuration.
PHYSICAL/MEDICAL REQUIREMENTS: Must be able to participate in extended field work including, but not limited to live-aboard research and educational vessels, field camps etc. Lift up to 50 pounds to assist transporting equipment and gear.

SECONDARY QUALIFICATIONS: Familiarity with Native Hawaiian culture, language and history. Desktop publishing and/or multi-media software experience and knowledge. Training in interpretation. Experience with marine ecological surveying and research techniques. Have visited and have professional field experience in the NWHI. Experience operating and maintaining a large (>1500 gallon) saltwater aquarium, including experience in fish collecting and quarantine procedures. Demonstrate experience maintaining salt water aquaria and marine animal husbandry.

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: 10/22/2010

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