

Bird Research and Conservation Project seeks part-time Program and Data Assistant. This position provides essential fiscal, operational, and administrative support for our research and management actions. It is responsible for oversight, tracking, reconciliation and projection of the project's budget and fiscal expenditures. It assists with personnel actions for staff, volunteers and interns, such as recruitment, personnel records, travel requests and reports. It also assists with inventory of project materials and equipment, researching vendors, preparing purchase orders, and tracking orders. It provides office management, such as answering phones, maintaining office equipment, preparing correspondence, and editing reports and publications. It participates in outreach and public relations exercises.

Candidate must 1) be proficient in Microsoft Office word processing and spreadsheet applications; and use of internet scanner, phone, and filing systems; 2) have the ability to multi-task and prioritize various projects; 3) be able to communicate effectively in writing and verbally; 4) possess excellent organizational skills; and 5) possess and maintain a valid driver's license. Desirable qualifications include: 1) appreciation for biological resources, especially pertaining to Hawaiian ecosystems and endangered species; 2) knowledge and experience with RCUH policies and procedures; and 3) experience working in an office to support biological field activities.

To apply, please send a cover letter, resume, salary history, and names and contact information of three references to:

KauaiForestBirds@gmail.com

Or:

PO Box 458

Waimea HI 96796

Attn: Cali Crampton

Closing date is November 15, 2010.