 Job Description

Job Title: HI Invasive Species Coordinator
Job ID: 10722
Project Name: Pacific Coop Studies Unit
Full/Part Time: Full-Time
Regular/Temporary: Regular

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Regular, Full-Time, RCUH Non-Civil Service position with Pacific Cooperative Studies Unit (PCSU), located in Honolulu, Hawaii. Continuation of employment is dependent upon program/operational needs, satisfactory work performance, and availability of funds.

MINIMUM MONTHLY SALARY: Salary commensurate with qualifications.

DUTIES: Provides professional assistance to Invasive Species Program on matters pertinent to the Hawaii Invasive Species Council (HISC), Invasive Species Committees (ISC), and related tasks: (1) planning; (2) contract administration; (3) public meetings; (4) writing of annual reports; (5) facilitation; (6) writing of management plans and drafting policy documents with activities including quarantine, noxious weed and animal control, early detection and rapid response to invasive species; (7) administration; (8) preparation of correspondence and reports; (9) public outreach coordination; (10) some field work related to invasive species control.

PRIMARY QUALIFICATIONS: EDUCATION: Bachelor’s Degree from an accredited four (4) year college or university in Biological or Environmental Science with basic or related biology courses. (Bachelor’s Degree in non-related field with three (3) years of experience in environmental planning or project management will be accepted). EXPERIENCE: Two to four (2-4) years of experience in natural resource related field. ABIL/KNOW/SKILLS: Working knowledge of the principles of ecology and conservation, and of how to implement a multi-faceted natural resource-related project or program. Basic understanding of rules and policies pertinent to personnel safety, fiscal, and operational matters. Excellent organizational, leadership, public relations, and communications skills, as well as strong problem solving, decision–making, interpersonal, and management skills. Basic computer skills in word processing and spreadsheets. Must possess valid driver’s license. Post Offer/Employment Condition: Must possess the American Red Cross Certification in First Aid/CPR (or be able to obtain the certificate following the training provided within three (3) months of hire). PHYSICAL/MEDICAL REQUIREMENTS: Able to work outdoors on extremely rough terrain and under adverse weather conditions.

SECONDARY QUALIFICATIONS: Demonstrated experience writing management plans and environmental assessments. Experience working with multiple stakeholders, collaborative management, conflict resolution/negotiations, strategic planning, grant-writing, and grant and program management. Knowledge of pertinent laws and regulations regarding invasive species. Knowledge of threats from incipient alien plant and animal invasions. Experience working with control of invasive species in Hawaii or elsewhere. Coursework in Policy, Forestry, Wildlife Management, Natural Resources Management and Planning from an accredited college or university.

INQUIRIES: Christy Finlayson 587-0164 (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 01/07/2011

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