

Job Description

Job Title: ICAP Program Manager
Job ID: 10790
Project Name: Sea Grant
Full/Part Time: Part-Time
Regular/Temporary: Regular

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Regular, Part-Time (75% FTE), RCUH Non-Civil Service position with the UH Sea Grant Center for Island Climate Adaptation and Policy, located in Honolulu, HI. Continuation of employment is dependent upon program/operational needs, satisfactory work performance, and availability of funds.

MINIMUM MONTHLY SALARY: \$2,877.75/Mon. (@75% FTE).

SUMMARY OF DUTIES: The primary purpose of this position is to provide program management assistance to the Director of ICAP (Maxine Burkett) to advance the mission of the Center and to serve as the project manager on specific projects, such as the Sea-Level Rise (SLR) Policy Study project, funded by the NOAA Coastal Storms Program. The goal of the SLR project is to enhance community resilience to storm-related hazards and climate change impacts (i.e., sea-level rise) in the Pacific region. ICAP will conduct a climate adaptation policy study and provide model draft legislation and policies for local decision-maker consideration. The Program Manager will support the ICAP Director to 1) plan and implement outreach to legislators and decision-makers throughout the state to organize policy forums on climate change adaptation; 2) provide background documentation and then edit and distribute documents developed by the Legal or Policy Graduate Assistant and Senior Attorney that (i) outline the legal and policy opportunities and barriers to climate change adaptation, with a focus on sea-level rise, (ii) and provide model ordinances or language that legislative drafters can use to facilitate adaptation in emerging sea-level rise adaptation policy; 3) organize outreach and education initiatives to disseminate the results of the legal and policy study; 4) monitor program and project budgets and assist with investigating and pursuing requests for proposals and other development opportunities; and 5) assist with communications, including serving as a conduit for the SLR Policy Study data and other information.

PRIMARY QUALIFICATIONS: EDUCATION: Master's Degree from an accredited college or university in Environmental Policy, Management, or related field. **EXPERIENCE:** Five to seven (5-7) years of experience in the private sector and/or academic or government service in environmental policy, management, or related field. **ABIL/KNOW/SKILLS:** Knowledge of commonly-used computer software (e.g. MS Word, Excel, PowerPoint). Excellent project management, writing, communication and presentation skills. **PHYSICAL/MEDICAL REQUIREMENTS:** None.

SECONDARY QUALIFICATIONS: Experience with a UH Sea Grant Center of Excellence. Knowledge and experience in climate change issues. Experience in design and implementation of outreach programs to convey pertinent information to stakeholders. Experience and success in proposal-writing.

INQUIRIES: Maxine Burkett 956-2865 (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 12/30/2010

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