Job Description

Job Title: PMNM Evaluation Specialist  
Job ID: 11030  
Project Name: National Ocean Service  
Full/Part Time: Full-Time  
Regular/Temporary: Regular

Regular, Full-Time, RCUH Non-Civil Service position with the National Ocean Service (NOS), Papahanaumokuakea Marine National Monument (Monument), 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: Provide coordination and continued development support for the Monument Evaluation strategy. Implement and test existing evaluation strategy methods. Coordinate with partner agencies in the collection and analysis of identified metrics for evaluation. Coordinate with partners and Monument staff to incorporate program information in the Monument Management Plan tracking tool. Develop and produce annual review of Management Plan implementation. Prepare a 5 year State of the Monument Report based on the information in the annual reports and the evaluation strategy. Coordinate the 5 year review of the Management Plan. Facilitate meetings with partner agencies to identify changes and updates needed to the Management Plan based on information from the evaluation strategy.

PRIMARY QUALIFICATIONS: EDUCATION: Bachelor’s Degree from an accredited four (4) year college or university in conservation biology, environmental sciences, geography, environmental planning, physical or marine biological sciences, social sciences, or other related field.

EXPERIENCE: Four to six (4-6) years experience supporting natural resources planning efforts. Experience with writing evaluation documents, tracking tasks and developing management plans. Experience with development of partnerships and facilitation of meetings. Demonstrated experience working with multiple agencies and organization of projects. Demonstrated experience effectively communicating complex ideas and issues to managers and other staff. ABIL/KNOW/SKILLS: Knowledge of project tracking, evaluation and monitoring techniques and tools. Understanding of issues with data collection and analysis. Working knowledge of principles of natural resources or cultural resources management. Demonstrated ability to implement and manage projects. Excellent Microsoft (MS) Word, Excel, and Powerpoint skills. Outstanding English verbal and written communication skills, attention to detail, organization and time management skills. Ability to learn quickly and gain new skills. Strong analytical and problem-solving capabilities. Demonstrated ability to work under short deadlines and changing priorities. Comfortable working as part of a team, and ability to multitask.

PHYSICAL/MEDICAL REQUIREMENTS: None.

SECONDARY QUALIFICATIONS: Familiarity with the National Oceanic and Atmospheric Administration, the Office of National Marine Sanctuaries and the Papahanaumokuakea Marine National Monument.

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 02/11/2011