

Job Description

Job Title: Protected Species Habitat Conservation Planning Associate
Job ID: 11051
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 the Pacific Cooperative Studies Unit (PCSU) Landowner Assistance Program for Endangered Species Protection located in Honolulu, Hawaii. Continuation of employment is dependent upon program/operational needs, satisfactory work performance, availability of funds, and compliance with applicable Federal/State laws.

MONTHLY SALARY RANGE: \$2,320-3,333/Mon.

DUTIES: Manage, develop, and assist project coordinator with technical outreach and monitoring related to multiple Habitat Conservation Plans (HCP) across the state. Provide research, writing, and editing for HCP chapters and development of goals and objectives. Produce HCP related letters, mailings, phone and email communications, website updates, and organize/manage project data/information. Monitor and report HCP and mitigation actions for compliance with requirements and endangered species and needs. Assist with seabird colony surveys and habitat evaluations for mitigation options and with field surveys and other activities for species recovery.

PRIMARY QUALIFICATIONS: EDUCATION: Bachelor's Degree from an accredited four (4) year college or university in Environmental Policy, Biological/Conservation Sciences, or related field.
EXPERIENCE: One to three (1-3) years working in the conservation and/or environmental policy field with demonstrated experience with one (1) or more of the following: protected species management, habitat conservation planning, facilitation, production of environmental documents, or outreach. Research or work experience in the field of protected species resource compliance, or conservation planning. **ABIL/KNOW/SKILLS:** Working knowledge of protected species management. Habitat Conservation Plans and/or conservation planning. Mastery of the principles of conservation biology and environmental policy/law. Working knowledge of various protected species including, seabirds, waterbirds, bats, Nene, and various plant species. Demonstrated skills with document organization, writing, and research. Ability to perform data entry and management using Microsoft Office and other software programs, and preliminary analyses. Ability to perform website and internet navigation. Must possess a 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:** Requires ability to hike and operate in remote locations.

SECONDARY QUALIFICATIONS: Experience working with conservation planning, Habitat Conservation Plans in Hawaii or on the U.S mainland. Knowledge and experience with Hawaiian protected species and protected species monitoring. Demonstrated experience working in potentially contentious situations with people of diverse backgrounds. Demonstrated skills and experience related to meeting facilitation, and background in ecology. Master's Degree from an accredited college or university in Conservation Biology, Environmental Policy, Ecology or related field. Experience with editing, and use of Geographic Information System (GIS) software and databases.

INQUIRIES: Sandee Hufana 298-5956 (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 or mail 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. If you have questions on the application process and/or need assistance, please call (808)956-3100.

EEO/AA Employer.

Please apply before 02/17/2011

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