

Position Title: Coordinator, Hawaii Marine Program

Program and Division: Hawaii Marine Program, Global Marine Division

Full time, regular appointment

Location: Hilo, Hawaii

Summary:

The Hawaii Marine Program Coordinator will provide administrative, logistical, and technical support functions for the Hawaii Marine Program. The Coordinator will track grants and contracts including monitoring grant and overall program budgets. S/he person will be responsible for organizing meetings, community events, and travel as well as updating the program website and creating other communication pieces. S/he will also provide technical support to the Hawaii Marine Program team as needed.

Key Responsibilities:

- ◆ Manage grants including tracking budget, reviewing progress reports, communicating with grantees and contractors, and reviewing proposals.
- ◆ Provide administrative and logistical support to the Hawaii Marine Program team including planning meetings and workshops, supporting team and partner travel, and assisting with reporting or information needs to the Global Marine Division
- ◆ Provide technical support to the Hawaii Marine Program team to implement the Hawaii Fish Trust Strategy, including meeting with communities and partners, conducting literature reviews and synthesis research, participating in fishing festivals, and field site visits.
- ◆ Develop and maintain communication/fundraising materials and tools including basic website editing, blog entries, proposal editing, and creating printed brochures.

Education, experience, skills and abilities

Required:

- ◆ Minimum of 2 years' work experience in environmental or natural resource management field
- ◆ Proficiency with Microsoft Office Suite: Excel, MSWord and Power Point
- ◆ Attention to detail
- ◆ Ability to work in a complex environment with multiple tasks and short deadlines
- ◆ Proficiency in writing and editing reports and documents
- ◆ Strong interpersonal communication skills
- ◆ Experience working in cooperation with colleagues who represent a wide range of interests and needs

Preferred:

- ◆ Bachelor's Degree in marine science, environmental science, natural resource management, or related field

- ◆ Experience in marine conservation and/or fisheries management
- ◆ Demonstrated knowledge of Hawaii's marine environments including coral reef ecology, fisheries science, and oceanography
- ◆ Demonstrated knowledge of Hawaii's sociocultural environment including Native Hawaiian and local culture, customs, economy, and traditions
- ◆ Basic website editing and desktop publishing

Working Conditions:

The position requires 25% interisland travel and a flexible schedule to work nights and weekends.

Application:

Apply via www.Conservation.org or send a cover letter, resume, and 3 professional references to Melissa Bos, Director of the Hawaii Marine Program, at Melissa@hawaiiifish.org by April 15 2011.

CI Values: We expect that all employees will embrace the values of our organization.

Passion: We are inspired by nature and cherish the diversity of life in all of its forms.

Respect: We respect and trust each other, and we embrace our diversity of cultures, talents, and experiences.

Integrity: We act with integrity and are accountable for our actions.

Optimism: We are optimistic about the future of life on Earth and are confident that, with our partners, we will achieve unprecedented conservation results.

Courage: We tirelessly pursue our vision, taking bold action and persevering through challenges.

Teamwork: We work together, recognizing that openness, collaboration and cooperation are fundamental to achieving a healthy and prosperous world for all.