

## Job Description

**Job Title:** Native Hawaiian Program Specialist  
**Job ID:** 11162  
**Project Name:** National Ocean Service  
**Full/Part Time:** Full-Time  
**Regular/Temporary:** Regular

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Regular, Full-Time, RCUH Non-Civil Service position with National Ocean Service (NOS), Papahānaumokuākea Marine National Monument (Monument) 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.

**MINIMUM MONTHLY SALARY:** Salary commensurate with qualifications.

**DUTIES:** Works with the Monument's Native Hawaiian Program Coordinator on the development, coordination, management and evaluation of the Monument's Native Hawaiian Program. This includes contributing with the coordination and support of Monument leadership, staff, co-managing agencies, and other partner organizations on implementing the strategies and activities related to Native Hawaiian cultural access, research, education, partnerships and overall integration of Native Hawaiian values and concepts into daily management of the Monument. Coordinates the planning for cultural trips to the Monument. Works with key staff regarding the development and implementation of the Native Hawaiian Cultural Research Plan. Assists with administrative and budgetary tasks related to the Native Hawaiian Program.

**PRIMARY QUALIFICATIONS: EDUCATION:** Bachelor's Degree from an accredited four (4) year college or university with an emphasis in Hawaiian Studies, Hawaiian Language, Botany, Biology, Natural Resource Management or related field. (Bachelor's Degree with cultural training from a recognized practitioner who is knowledgeable in a Native Hawaiian practice, discipline or tradition may substitute for above emphasis.) **EXPERIENCE:** Three to five (3-5) years of experience working with Native Hawaiian communities and natural resource management. Experience in public speaking, oral presentations and developing visual presentations in a cultural context. **ABIL/KNOW/SKILLS:** Familiarity with Native Hawaiian history, culture, and traditional resource management. Ability to communicate at a basic level in the Hawaiian language. Excellent communication and interpersonal skills. Proficiency with common personal computer office software.

**SECONDARY QUALIFICATIONS:** Experience as a cultural educator. Experience working with Native Hawaiian organizations. Familiarity with the National Oceanic and Atmospheric Administration, the Office of National Marine Sanctuaries and the Papahānaumokuākea Marine National Monument. Familiarity with GIS tools and applications.

**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](http://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** 04/12/2011

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