Job Description

Job Title: Environmental Outreach Specialist  
Job ID: 11364  
Project Name: Pacific Coop Studies Unit  
Full/Part Time: Full-Time  
Regular/Temporary: Regular

Regular, Full-Time, RCUH Non-Civil Service position with the Pacific Cooperative Studies Unit (PCSU), performing project tasks on land controlled by the U. S. Army Garrison, Directorate of Public Works, Environmental Office, Natural Resources Section, on the Island of Oahu. 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 RANGE: $2,552 - $4,530/Mon.

DUTIES: A primary goal is to ensure that the military mission is accomplished and that training opportunities are realized to the fullest extent possible in a manner consistent with Federal, State, and Army environmental quality policies. Work must be done in accordance with applicable Army, Federal, and State regulations and laws, especially regarding endangered species, safety and health, and pesticides. Plans, develops, and implements the public outreach and environmental education program for the Army's Natural Resource Program. This includes: briefing military and non-military personnel on weed spread and endangered species issues; coordinating volunteer projects, education talks and seminars for schools, community groups, and members of the public; leading volunteer field trips; developing outreach materials; and working collaboratively with partner agencies such as the State of Hawaii, Hawaii Conservation Alliance, and others. Participates in resource management activities such as rare species and native habitat monitoring and threat control. All outreach activities shall support the overall Oahu Army Natural Resources Program goals.

PRIMARY QUALIFICATIONS: EDUCATION: Bachelor’s Degree from an accredited four (4) year college or university in the Natural or Social Science field. EXPERIENCE: One to three (1-3) years of experience with environmental education, public outreach, and volunteer coordination in Hawaii.  
ABIL/KNOW/SKILLS: Knowledge of natural resources, ecological processes, and cultural history in Hawaii. Knowledge of common native Hawaiian forest taxa. Ability to effectively communicate both orally and in writing. Proficiency in MS Word, PowerPoint and Excel. Must possess a valid driver’s license and be able to drive a 4-wheel drive vehicle with manual transmission. Ability to initiate, plan, coordinate, and implement environmental education projects for military and non-military personnel working on Oahu Army Training Ranges. Post Offer/Employment Conditions: Must be able to complete basic helicopter safety course and obtain State certification as Restricted Pesticide Applicator within six (6) months of hire. Must possess First Aid/CPR (or be able to obtain the certificate following the training provided within three (3) months of hire). Must be able to pass a post-offer criminal background check for employment as an Army contractor. Must provide a copy of driver’s abstract and have no citations that will prevent incumbent from driving on Department of Defense installations. PHYSICAL/MEDICAL REQUIREMENTS: Able to hike up to four (4) miles per day, backpacking up to thirty-five (35) pounds of weight, for up to two (2) days a week.

SECONDARY QUALIFICATIONS: Familiarity with Department of the Army natural resources programs in general, and the policy and organizational contexts within which they are managed. Familiarity with federally listed plants and animals from Oahu Army Training Areas. Familiarity with the training lands themselves, and/or State lands on Oahu. Specialized experience in working with government land based agencies and/or community groups. Specialized experience working.
independently to accomplish a major project. Experience in working on resource conservation projects in Hawaii. Ability to efficiently operate Adobe desktop publishing software (or equivalent), and familiarity with MS Access for data management. State of Hawaii certification to apply pesticides. Ability to record biological data with global positioning systems (GPS) and utilize geographic information systems (GIS).

INQUIRIES: Kim Welch 656-7741 (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 07/22/2011