Job Description

Job Title:  Native Hawaiian Program Coordinator

Project Name:  National Ocean Service

Full/Part Time:  Full-Time

Regular/Temporary:  Regular

MINIMUM MONTHLY SALARY:  Salary commensurate with qualifications.

DUTIES:  Develops, coordinates, manages and evaluates the Monument Native Hawaiian Program. Coordinates with 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. Facilitates dialogue between the Monument and the Native Hawaiian community. Continues to develop formal and informal partnerships with Native Hawaiian organizations, institutions and community groups. Oversees the planning for cultural trips to the Monument. Performs necessary administrative tasks pertaining to the supervision of the Native Hawaiian Program Specialist and student interns, under the direction of the PI. Assists the Monument Superintendent in: developing work plans; conducting performance reviews; evaluation and approval of requests for travel authorizations, training, leave, approval of procurements etc. Oversees administrative and budgetary tasks related to the Native Hawaiian Program.

PRIMARY QUALIFICATIONS:  EDUCATION:  Master's Degree from an accredited college or university in Natural Resource Management, Agriculture, Biology, Botany, Geography, Hawaiian Studies, Hawaiian Language or related field and demonstrates aptitude, knowledge, and in-depth cultural training from a recognized practitioner who is knowledgeable in a Native Hawaiian practice, discipline or tradition.  EXPERIENCE:  Five to seven (5-7) years of experience working with Native Hawaiian communities and cultural 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. Proficiency in the Hawaiian language. Excellent communication and interpersonal skills. Skilled in relating with people from different communities and building partnerships. Proficiency with common personal computer office software.

SECONDARY QUALIFICATIONS:  Experience as a cultural educator. 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 07/28/2011

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