



U.S. Fish and Wildlife Service

Hawaiian and Pacific Islands National Wildlife Refuge Complex

Wilderness Coordinator

(Year-Round AmeriCorps/Hawai'i Youth Conservation Corps Member)

Job Summary

The U.S. Fish and Wildlife Service Hawaiian and Pacific Islands National Wildlife Refuge Complex is seeking a year-long AmeriCorps intern to serve as a Wilderness Coordinator.

The mission of the U.S. Fish and Wildlife Service is working with others to conserve, protect, and enhance fish, wildlife, and plants and their habitats for the continuing benefit of the American people.

The Hawaiian and Pacific Island National Wildlife Refuge Complex office, located in Honolulu, Hawai'i, provides administrative guidance and oversight for 22 National Wildlife Refuges. Some of these refuges were set aside primarily to benefit Hawai'i's endangered waterbirds, while others provide habitat for Hawai'i's rare and unique forest bird species, as well as threatened and endangered plants, and still others protect a coastal home for migratory seabirds.

This is a full-time position (40 hours/week) that runs for 10-12 months beginning in October 2011.

Duties

- Coordinating wilderness¹ reviews for National Wildlife Refuges in the Hawaiian and Pacific Islands National Wildlife Refuge Complex.
- Preparing reports, press releases, web content, and other documents to provide the general public and other entities with information about the project, including a legislative environmental impact statement.
- Fulfilling AmeriCorps requirements on service trips, program evaluations, journals, etc.

Physical Demands and Work Environment

The work is performed primarily in an indoor office setting. May include some travel to field areas.

Desired Qualifications

Education

A bachelor's degree from an accredited four-year college or university, preferably in natural sciences, environmental studies, geography, recreation, communications, public administration, public policy, law/pre-law, or a related field.

¹ Information about "wilderness", a special land status within National Wildlife Refuges and other Federally managed lands, can be found at www.fws.gov/refuges/whm/wilderness.html or www.wilderness.net.

Experience

Independently writing and editing publications that are natural resource-related, such as plans, brochures, reports, pamphlets and display boards. Experience with environmental assessments/environmental impact statements is highly preferred.

Knowledge or experience with the National Environmental Policy Act (NEPA) of 1969 would be helpful in the preparation of a legislative environmental impact statement, however training in NEPA analyses can be offered by our site. Training on the Wilderness Act of 1964 and wilderness management will also be provided.

Abilities/Knowledge/Skills

- Ability to lead a project and work independently.
- Strong communication skills for correspondence among the agency and its partners as well as externally with the general public.
- Strong command of the English language with excellent research, writing, and editing skills.
- Strong organizational skills.
- High proficiency in Microsoft Word, Excel, and PowerPoint.

Compensation/Benefits

- Up to a \$1,300 monthly living allowance (subject to taxes).
- An additional \$5,350 educational award that can be used to pay off educational loans or can be applied to future educational endeavors.
- All interest earned on certain educational loans during the year of service will be paid for by AmeriCorps.
- Health care and childcare benefits will be available (if eligible).
- Housing with the U.S. Fish and Wildlife Service for the length of the internship.

Application Requirements

1. Complete the application form, include resume

Answer all questions to the best of your ability in the spaces provided.

2. Submit resume

Please be prepared to upload a resume as part of the online application. Please do not attach any information that is not requested.

3. Obtain letters of recommendation

Each applicant must submit two (2) letters of recommendation. All letters of recommendation should be written by professional sources such as coaches, supervisors, teachers, groups you volunteered with, church leaders, or anyone who has known you for at least three months. Letters of recommendation should not be written by immediate family members or close friends.

Letters of recommendation can be collected and uploaded along with your application. If you are unable to obtain letters before applying, they may be submitted by email to acprograms@kupuahawaii.org or mailed to:

Kupu
HYCC Year-Round Program
4211 Waiālae Avenue, Suite 1020
Honolulu, HI 96816

All letters must be **received** by the application deadline of August 15, 2011.

Letters of recommendations should:

- Include the referral's relationship to you.
- Discuss your positive attributes.
- Refer to your aptitude, curiosity, and industriousness.
- Discuss how you have demonstrated maturity or leadership skills.
- Reference contact information.
- Be no more than two pages in length.

Apply online now or find more information at www.kupuhawaii.org.

Please apply by **Monday, August 15, 2011**.

Inquiries

For application, Hawai'i Youth Conservation Corps Year-Round Program, or AmeriCorps Program information, contact:

Kupu

phone: (808) 735-1221

e-mail: acprograms@kupuhawaii.org

For specific information on the Wilderness Coordinator position, contact:

U.S. Fish and Wildlife Service, Hawaiian and Pacific Islands National Wildlife Refuge Complex

phone: (808) 792-9518

e-mail: celeste_ventresca@fws.gov