Job Description

Job Title: PacIOOS Outreach & Program Coordinator
Job ID: 11432
Project Name: Sea Grant
Full/Part Time: Full-Time
Regular/Temporary: Regular

MINIMUM MONTHLY SALARY: Salary commensurate with qualifications.

DUTIES: Responsible for developing and providing outreach, education, and public relations activities to stakeholders, partners, and constituents in the Pacific Basin in support of National Oceanic and Atmospheric Administration (NOAA)-funded Integrated Ocean Observing System (IOOS) in Hawaii and the Pacific Region.

PRIMARY QUALIFICATIONS:

EDUCATION: Master’s Degree from an accredited college or university in Oceanography, Geography, Earth Sciences, or closely related field.

EXPERIENCE: Four to six (4-6) years of experience promoting and facilitating effective relationships among federal, state, and county agencies, citizen advisory groups, community groups, the general public, non-governmental organizations, and academia in Hawaii and the Pacific Islands.

SKILLS: Knowledge of marketing practices and procedures for effective community outreach; knowledge of permit processes and regulations for instrument deployment in coastal waters; demonstrated knowledge of oceanographic and geospatial information system topics for effective relations with faculty, community, and stakeholders, knowledge of Pacific Islands cultures, customs, languages, and practices. Ability to develop and implement a successful public relations program and develop outreach components for a wide variety of audiences; strong written and verbal communication skills; proven ability to successfully translate complex scientific subjects to lay audiences; strong written and verbal communication skills; proficient in the use of Microsoft Office products (Excel, Word, Access, and PowerPoint), Adobe products (Acrobat, Dreamweaver, Photoshop and Illustrator). Post Offer/Employment Condition: Must be able to pass post-offer criminal background check.

SECONDARY QUALIFICATIONS: Prior experience developing outreach and educational materials for ocean programs; fluency in one of the many languages spoken in the Pacific Islands region, prior experience drafting and managing contracts; experience processing and analyzing complex scientific data; familiarity with UH and PacIOOS programs, policies and procedures.

INQUIRIES: Christopher Ostrander 956-5902 (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 08/22/2011