Regular, Full-Time, RCUH Non-Civil Service position with the National Ocean Service (NOS), Papahanaumokuakea Marine National Monument (PMNM) and World Heritage Site, located in Honolulu, Hawai‘i. 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: Develops, coordinates and manages the Monument’s internal and external communications and media/public affairs, to increase awareness and acceptance of Monument mission and activities. Evaluate the activities and monitor the outcomes. Build networks with international, national, regional and local news organizations, government, Non-Governmental Organizations (NGO) and private sector partners and individuals to help ensure the Monument is accomplishing the communications and outreach activities set out in the Monument Management Plan. Coordinate communications with Monument co-management agencies, and ensure alignment between Monument communications and the Office of National Marine Sanctuaries (ONMS) and the National Oceanic and Atmospheric Administration (NOAA) communications policies and procedures, as appropriate. Assist Monument and program leadership on projects which support constituent and media outreach, maintenance of existing partnerships, and research and development of new partnerships. Collaborate with Monument staff to ensure alignment of materials and message across programs. Assist Monument Superintendent in developing communications plans, preparing for media and outreach events, and other functions. Plans for, manages and executes Communications budget.

PRIMARY QUALIFICATIONS: EDUCATION: Bachelor’s Degree from an accredited college or university in Communications, Media, Journalism or related field (six to eight (6-8) years of experience in the media, communications and/or journalism field may be substitute for Bachelor’s.

EXPERIENCE: At least four to six (4-6) years of experience in media, communications and/or journalism field, including at least two (2) years as media representative actively producing media pieces from the field. ABIL/KNOW/SKILLS: Knowledge of current media methods, design, and distribution channels. Knowledge of established and accepted public relations methods and practices. Demonstrated knowledge of application and operation of a wide variety of currently available tools for the production of written materials, audio and video recordings, photographs and web content. Knowledge of social networking and media applications. Knowledge of partnership relationships with other federal, state, and local natural resource management and conservation agencies and organizations, NGOs, conservation and environmental non-profit organizations in the state of Hawai‘i. Ability to work with and relate to a wide spectrum of constituents and partners in a potentially politicized climate, dealing with often controversial subject matter. Ability to work with, reach and motivate to action, diverse individuals, groups and audiences. Proven and demonstrated superior written and oral communications skills including writing for a wide variety of media (print, radio, TV, web). Excellent news gathering and interviewing ability and skill. Ability to perform still photographic, audio and video development and production. Non-linear editing experience and field photography/videography and audio gathering skills required. Demonstrated ability to function as part of a diverse team, often under tight timelines. Proficiency in Microsoft Word, Excel, PowerPoint,
graphics design, both software and hardcopy layout. **PHYSICAL AND/OR MEDICAL DEMANDS:** Must be able to lift fifty (50) pounds.

**SECONDARY QUALIFICATIONS:** Master’s Degree from an accredited college or university in Communications, Media, Journalism or related field. Intimate knowledge of the Hawaiian Islands, its communities and issues. Basic knowledge of Papahanaumokuakea Marine National Monument, including history, mandates, policies and management priorities. Knowledge of policy and marine conservation issues on a regional and global scale. Basic knowledge of web site development and maintenance. Demonstrated ability to build relationships and partnerships with Native Hawaiian organizations and institutions. Basic knowledge of Native Hawaiian cultural protocol. Background in natural and/or cultural resource management.

**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** 11/16/2011