**Job Description**

**Job Title:** JIMAR PIRO Communications Specialist

**Job ID:** 12115

**Project Name:** JIMAR

**Full/Part Time:** Full-Time

**Regular/Temporary:** Regular

Regular, Full-Time RCUH Non-Civil Service position with the School of Ocean and Earth Science and Technology (SOEST), Joint Institute for Marine and Atmospheric Research (JIMAR), located at the Pacific Islands Regional Office (PIRO) in Honolulu, Hawaii. 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:** $3,620/Mon.

**DUTIES:** Duties involve developing informational materials that inform appropriate publics of the PIRO and the Pacific Islands Fisheries Science Center’s (PIFSC) policies, programs, products, services, and activities. Plans, executes, and evaluates the effectiveness of informational programs in furthering the PIRO and PIFSC’s goals. Develops written and multi-media materials for use in explaining various aspects of the PIRO and PIFSC’s related National Oceanic and Atmospheric Administration (NOAA) programs to domestic and international audiences.

**PRIMARY QUALIFICATIONS: EDUCATION:** Bachelor’s Degree from an accredited four (4) year college or university in Education, Communications, English, Journalism, Marine Science, or a related field. **EXPERIENCE:** Three to five (3-5) years of experience in the planning, coordination, and delivery of an education, communications, or technical writing program which included the design, production, and implementation of materials and activities using a variety of media. One to three (1-3) years of experience consulting and assisting subject matter experts in the development, writing, and editing of publications. One to three (1-3) years of supervisory experience supervising small groups.

**ABIL/KNOW/SKILLS:** Demonstrated knowledge of principles of writing and editing through the effective use of grammar, spelling, and punctuation. Demonstrated knowledge of principles of communication. Demonstrated proficiency in putting together and delivering presentations for groups of varied sizes. Ability to lead and work with diverse and varied people to deliver an effective communications program. Ability to communicate effectively, both verbally and written. Demonstrated ability to develop interpersonal relationships with a wide variety of people. Must possess a valid driver’s license. **Post-Offer/Employment Conditions:** Must meet the US Department of Commerce, National Oceanic and Atmospheric Administration security requirements for working in a federal facility which includes being fingerprinted and having a federal background check performed. **PHYSICAL/MEDICAL REQUIREMENTS:** Some lifting of boxes and gear for set up at events and meetings required.

**SECONDARY QUALIFICATIONS:** Full understanding of microcomputer information management (i.e., desktop publishing and multimedia programs).

**INQUIRIES:** Nicole Wakazuru-Yoza 956-5018 (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 03/20/2012