Job Description

Job Title: Environmental Volunteer Program/Educational Specialist
Job ID: 12124
Project Name: Pacific Coop Studies Unit
Full/Part Time: Full-Time
Regular/Temporary: Regular

MINIMUM MONTHLY SALARY: $2,552/Mon.

DUTIES: Coordinates the planning and development of an education and outreach program for Ahihi-Kinau NAR. Provides information to visitors, community members, schools, volunteers and specialized groups on the overall purpose and role of the NAR. Helps reduce and eliminate human threats to reefs in the Reserve by establishing a volunteer program and targeted community education. Outreach activities include: improving visitor/user awareness of Marine Protected Area regulations; promoting low-impact behavior through education and outreach; establishing a volunteer program for the NAR (regular volunteers and occasional volunteers for special projects); coordinating volunteer recruitment, hiring, training, supervision and evaluation (including creating a volunteer handbook summarizing volunteer policies); compiling marine/coastal education and outreach materials for use by staff and volunteers; developing and implementing a human use monitoring protocol; coordinating education and outreach programs targeting local community members.

PRIMARY QUALIFICATIONS: EDUCATION: Bachelor’s Degree from an accredited four (4) year college or university in the Natural or Social Science field. EXPERIENCE: One to three (1-3) years of experience with environmental education, public outreach, and volunteer coordination. Two to four (2-4) years working with conservation issues in Hawaii. ABIL/KNOW/SKILLS: Knowledge of natural resources, ecological processes and cultural resources in Hawaii. Knowledge of marine and coastal resources and issues in Hawaii. Knowledge and experience with natural resources management, public education and outreach techniques, cross-cultural communication, and program development. Knowledge of proper public contact and telephone etiquette. Knowledge of good writing skills including spelling, grammar and punctuation. Ability to effectively communicate both orally and in writing. Proficiency in MS Word, PowerPoint and Excel. Must possess a valid driver’s license and be able to drive a 4-wheel drive vehicle. Post Offer/Employment Conditions: Must possess the American Red Cross Certification in First Aid/CPR (or be able to obtain the certificate following the training provided within three (3) months of hire). Must be able to pass a post offer criminal background check. PHYSICAL/MEDICAL REQUIREMENTS: Must be able work long hours outdoors in all weather, standing or sitting for extended periods and walking over uneven terrain. Must be able to bend and carry objects weighing up to fifty (50) pounds. Must be able to swim and snorkel. Must be able to work in a remote field setting bringing necessary water, food, and personal items (medication, sun protection, etc.). Must be able to hike, carry a daypack, and work in hot, rugged terrain.

SECONDARY QUALIFICATIONS: Familiarity with the DOFAW and NAR Program in general, and the policy and organizational contexts within which they are managed. Familiarity with Ahihi-Kinau NAR, surrounding areas, and natural and cultural resource management issues on the Island of Maui. Specialized experience in working with government resource management agencies and community.
groups. Specialized experience working independently to accomplish a major project. Experience in working on resource conservation projects in Hawaii. Experience monitoring coral reef ecosystems and/or coastal resources. Experience in using computer software for website development and pamphlet/brochure design. Knowledge of and experience working in local communities in Hawaii with multicultural stakeholders.

INQUIRIES: Tanya Rubenstein 587-0027 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 04/09/2012