Regular, Full-Time, RCUH Non-Civil Service position with the Pacific Biosciences Research Center (PBRC), Center for Conservation Research & Training (CCRT) and the Hawai`i Conservation Alliance (HCA), located on the island of Oahu. 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: Coordinates with the HCA Executive Director to lead the Hawai`i Conservation Alliance (HCA)/Hawai`i Conservation Alliance Foundation (HCAF) in various conservation projects as described in the HCA Strategic Plan. In effort to build an inclusive and cohesive network of researchers, conservation practitioners across the State of Hawai`i, will support implementation of activities and projects of the HCA that promote effective long-term management of native ecosystems and unified leadership and advocacy on conservation issues critical to Hawai`i.

PRIMARY QUALIFICATIONS: EDUCATION: Bachelor’s Degree from an accredited four (4) year college or university in Natural Science, Biological Sciences, Social Science, Education, Public Administration, or a related field. EXPERIENCE: At least two (2) years of experience in natural resource conservation related research, project management, environmental education, community development, or equivalent education/training or experience. ABIL/KNOW/SKILLS: Considerable working knowledge and understanding of current environmental/conservation issues. Thorough knowledge of the principles and practices of project development, policy, planning, and management of environmental/conservation issues(s). Ability to resolve wide ranging complex problems through the use of creative reasoning/logic to accurately determine the cause of the problem(s) and address resolution of the problems(s) in an effective, innovative and timely manner. Demonstrated ability to interpret and present information/ideas clearly and accurately in writing, verbally and by preparation of reports and other materials. Ability to establish and maintain effective working relationships with internal and external organizations, groups, team leaders and members and individuals. Proficient with the operation of a personal computer, specifically skilled at using Word, Excel, E-mail, Database(s), etc. Ability to lead subordinates, manage work priorities and employee relations. Demonstrated accomplishment and expertise in developing and overseeing the financial, governance, and programmatic capacity of an organization. Demonstrated ability to advocate on behalf of an organization. PHYSICAL/MEDICAL REQUIREMENTS: Able to lift and carry at least twenty to thirty (20-30) pounds.

SECONDARY QUALIFICATIONS: Master’s Degree from an accredited college or university in Natural Science, Biological Sciences, Social Science, Education, Public Administration, or a related field. Experience in MAC platform, website maintenance, and Adobe Design Software. Knowledge and/or understanding of UH and RCUH systems and rules/regulations and/or policies/procedures.

INQUIRIES: Lihla Noori 687-6160 (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 04/23/2012

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