Job Description

Job Title:  Fagatele Bay Communications & Outreach Coordinator
Job ID:  12154
Project Name:  Fagatele Bay Marine Sanctuary
Full/Part Time:  Full-Time
Regular/Temporary:  Regular

MINIMUM MONTHLY SALARY:  $3,039/Mon.

DUTIES:  Develops, coordinates and manages FBNMS' internal and external communications and media/public affairs, to increase awareness and acceptance of FBNMS mission and activities.  Evaluates the activities and monitors the outcomes.  Builds networks with local media, international, national, regional and local news organizations, government, Non-Governmental Organizations (NGO) and private sector partners and individuals to help ensure the FBNMS is accomplishing the communications and outreach activities set out in the Fagatele Bay National Marine Sanctuary Management Plan.  Coordinates communications and outreach with our co-manager, American Samoa Department of Commerce (ASDOC) and ensures alignment with the Office of National Marine Sanctuaries (ONMS) and the National Oceanic and Atmospheric Administration (NOAA) communications policies and procedures, as appropriate.  Assists FBNMS and program leadership on projects which support constituent and media outreach, maintenance of existing partnerships, and research and development of new partnerships.  Collaborates with FBNMS staff to ensure alignment of materials and message across programs.  Assists FBNMS Superintendent in developing communications plans, preparing for media and outreach events, and other functions.  Plans for, manages and executes a communications and outreach budget.

PRIMARY QUALIFICATIONS:  EDUCATION:  Bachelor’s Degree from an accredited four (4) year college or university in Communications, Education, Media, Journalism or related field (Four to six (4-6) years of experience in the media, education, communications and/or journalism field may substitute for a Bachelor’s Degree).  EXPERIENCE:  Four to six (4-6) years of experience in education, 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 American Samoa.  Knowledge of American sign language to communicate to all audiences in the territory.  Knowledge of applying and using communication techniques in formal and informal education settings.  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 educate, works with, reach and motivate to action, diverse individuals, groups and audiences, through formal and informal education opportunities.  Proven and demonstrated superior written and oral communications skills including writing for a wide variety of media (print, radio, TV, web).  Fluent in Samoan. Must be able to communicate effectively in both Samoan and English languages; with
excellent verbal and writing skills in both languages. 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/MEDICAL REQUIREMENTS: Must be able to lift fifty (50) pounds.

SECONDARY QUALIFICATIONS: Master’s Degree from an accredited college or university in Communications, Education, Media, Journalism or related field. Intimate knowledge of the Samoan Islands, its communities and issues. Basic knowledge of Fagatele Bay NMS, 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 Samoan organizations and institutions. Basic knowledge of Samoan cultural protocol. Background in natural and/or cultural resource management, and/or education and outreach.

APPLICATION REQUIREMENTS: The preferred method of applying for a job is through our on-line application process. Please go to http://hrweb.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 04/29/2012