Job Title: HCA Program Coordinator

Job ID: 12352

Project Name: HI Heritage Program

Full/Part Time: Full-Time

Regular/Temporary: Regular

MINIMUM MONTHLY SALARY: $3,416/Mon.

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). Knowledge of Hawaiian, Asian/Pacific Region, or other island ecosystems. Familiarity in developing and managing the grants reporting, fiscal plans and budgets for projects and organizations. 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. Ability to present and communicate science and conservation topics and ideas clearly to various stakeholder audiences. Familiarity in developing and managing the fiscal governance 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. Extensive experience in planning and coordination of research symposia. Knowledge and/or understanding of UH and RCUH systems and rules/regulations and/or polices/procedures.
INQUIRIES: Lihla Noori 687-6160 (Oahu).

APPLICATION REQUIREMENTS: Please go to www.rcuh.com, click on “Employment”; select “Apply” and navigate to “See Job Announcements and/or Apply for a Job.” You must submit the following documents online to be considered for the position: 1) Cover Letter, 2) Resume, 3) Salary History, 4) Supervisory References, 5) Copy of Degree(s)/Transcript(s)/Certificate(s). All online applications must be submitted/received by the closing date (11:59 P.M. Hawaii Standard Time/RCUH receipt time) as stated on the job posting. If you do not have access to our system and the closing date is imminent, you may send additional documents to rcuhhr@rcuh.com. If you have questions on the application process and/or need assistance, please call (808)956-3100.

EEO/AA Employer.

Please apply before 08/03/2012