**Job Description**

**Job Title:** Hawaii Sub-regional Ocean Partnership Coordinator  
**Job ID:** 12369  
**Project Name:** DBEDT/Coastal Zone Mgmt Prog  
**Full/Part Time:** Full-Time  
**Regular/Temporary:** Regular

Regular, Full-Time, RCUH Non-Civil Service position with the State of Hawaii, Department of Business, Economic Development and Tourism (DBEDT), Office of Planning (OP), Coastal Zone Management (CZM) Program, located 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:** Salary commensurate with qualifications.

**DUTIES:** Provides assistance to the OP Director by coordinating the further development and continued success of the Hawaii Ocean Resources Management Plan (ORMP) Policy and Working Group partnerships through a formalized Hawaii Sub-regional Ocean Partnership (Hawaii SOP). Will support the OP Director by 1) formalizing the existing ORMP Policy and Working Group partnerships into the Hawaii SOP; 2) conducting research on meaningful stakeholder engagement and collaborative governance; 3) implementing priorities of the Hawaii SOP; and 4) exploring options for the Hawaii SOP’s role in a Pacific Regional Ocean Partnership.

**PRIMARY QUALIFICATIONS: EDUCATION:** Bachelor’s Degree from an accredited four (4) year college or university in environmental or social sciences, natural resources management, community development, planning, or a related field.  
**EXPERIENCE:** At least five (5) years of related work experience with some experience in organizational management.  
**ABIL/KNOW/SKILLS:** Knowledge of commonly-used computer software (e.g., MS Word, Excel, PowerPoint). Exemplary oral and written communication skills, including the ability to produce clear and succinct messages on progress and results. Excellent project management, meeting facilitation, and presentation skills.

**SECONDARY QUALIFICATIONS:** Experience building partnerships with ocean resource stakeholders, such as elected officials, federal, state and county officials, community members, businesses, landowners, emergency services professionals, planners, and cultural practitioners. Experience working with communities, preferably in Hawaii. An understanding of Hawaiian culture, local communities, the basic principles of natural resources management, Hawaii’s coastal and ocean economy, current trends and strategies for land and coastal management, and the political and policy landscape of Hawaii and the Pacific.

**INQUIRIES:** Mary Lou Kobayashi 587-2808 (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)956-8344.