ALU LIKE, Inc.

JOB VACANCY ANNOUNCEMENT 12-004
(INTERNAL/EXTERNAL)

POSITION TITLE: PROGRAM SPECIALIST III (RECRUITER/COORDINATOR)
REPORTS TO: ADMINISTRATOR
DEPARTMENT/PROGRAM: KA IPU KAEO / MARITIME STEWARDSHIP PROGRAM

Job Summary.
The responsibilities of the Program Specialist III will be to recruit, coordinate, and manage student and volunteer participants for projects under the Maritime Stewardship Program (MS).

Duties and Responsibilities.

Recruitment/Coordination Functions (50%)
1. Establish recruiting and placement practices and procedures; interview applicants to determine their aptitude and abilities for eligibility selection.
2. Coordinate/contract all training events, travel plans and itineraries, living allowance and housing for student participants and program staff.
3. Prepare and develop program materials such as flyers, brochures, and signage to promote MS projects.
4. Produce all Liability documents and forms for all Training Programs and community events.
5. Manage student participants throughout all training periods, provide mentoring and facilitation of study-hall sessions, and conduct student evaluations.
6. Operate the Program Passenger Van extensively, and provide transportation for student participants throughout the course of all Training Programs.
7. Conduct informational presentations to Fishery Councils and Advisory Committees, Educational and Community Organizations, and Program Funders/Providers.
8. Develop and improve program curriculum for current and future MS projects.

Program Service Functions (30%)
1. Formulate and recommend policies and objectives to establish a safe, positive, and strong learning environment for student participants, volunteers, and contracted facilitators/instructors.
2. Protect the interest and integrity of the student participants, volunteers, program projects, and training module in accordance with organization policies, funding guidelines, and governmental laws and regulations.
3. Provide counseling, mentoring, and decision-making for program participants, educational, vocational, and career possibilities, as well as necessary instruction or behavior modification needed to improve performance.
4. Conduct intervention discipline when applicable; approves recommendation for participant termination.
5. Inform Administrator of significant problems/issues that jeopardize the achievement of program objectives, and those which are not addressed adequately at the frontline level.
6. Monitor and evaluate class and project structure, course outlines, logistical planning, cost containment, variances to training schedules and events.
7. Compile and record participant and volunteer learning achievements through course grades, instructor and manager determination, surveys, and other means of achievement monitoring.
8. Monitor and maintain supplies, equipment inventory, and provide purchasing proposals for approval.
9. Recommend other potential opportunities for Maritime Stewardship Programs.

Personnel and Training Functions (10%)
1. Provide other MS staff with technical and other guidance as necessary.
2. Oversee the work of the Administrative staff to ensure efficient administrative and program support services.

Fiscal and Administrative Functions (10%)
1. Assist in compiling data for program reports, summaries and other grant proposals.
2. Assist in purchase orders, travel arrangement documents, maintaining a purchase order log, reconcile financial status reports, and research discrepancies.
3. Create and print assigned reports in a timely manner (by set deadlines when provided).
Interaction.
The Program Specialist III has daily and extensive contact with program/project staff, other ALU LIKE program/projects, student and volunteer recruits, other organizations/agencies, and the community.

Required Job Requirements.

Education and Experience
1. Bachelor Degree in Business, Biological Science, Hawaiian Studies, or other closely related fields and
2. Two (2) years experience working in the areas of community or workforce development, education, or natural resource management.

Substitution
1. Associate Degree in Business, Biological Science, Hawaiian Studies, or other closely related fields and
2. Four (4) years experience working in the areas of community or workforce development, education, or natural resource management; or
3. High School diploma or equivalent and
4. Six (6) years experience working in the areas of community or workforce development, education, or natural resource management.

Skills, Knowledge & Abilities
1. Skills:
   a. Superior public speaking and presentation platform skills.
   b. Demonstrated skills in active listening and consultation/conflict resolution.
   c. Excellent writing and verbal skills required to prepare clear and concise reports, and to communicate effectively with recruits/students, volunteers, project staff, ALI staff, external agencies/organizations, and communities.
   d. Service, people, and results oriented, but assertive and persuasive with sound judgment to balance emotional considerations.
   e. Ability to type 35 words a minute.
   f. Ability to organize and manage multiple duties in a fast paced environment.

2. Knowledge:
   a. Exceptional knowledge and experience of intervention methodologies and practices.
   b. Knowledge of Microsoft Office and experience in using word processing, spreadsheet and graphics programs. An understanding of data base programs (Excel, Access) is highly desired.
   c. Knowledge, understanding, and experience with Native Hawaiian culture, values, and natural resources.

3. Ability:
   a. Ability to use a personal computer with a high level of proficiency in Microsoft Office Software.
   c. Documented valid up-to-date Hawaii drivers license, current no-fault insurance, and clean driving abstract.
   d. Ability to establish credibility and be both resourceful and decisive.
   e. Demonstrated ability in group management, teambuilding, and individual counseling.
   f. Ability to counsel, motivate, and interact tactfully and objectively with people of diverse backgrounds and at varying professional levels.
   g. Ability to work under deadline pressure and extra long hours if needed on assignment.

Other Requirements
1. Fully dependable and responsible.
2. Flexible in working under pressure and long hours including early mornings, late evenings, and weekends.
3. Hawaii driver’s license, no-fault insurance, driver’s abstract and daily access to an automobile.
4. Capable of safely operating large passenger vehicles up to 15-passenger van.
5. Able to obtain a U.S. Passport within 60 days of hire.
6. Previous experience with state and federally funded programs.
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Working Environment.
Working in office environment; varied outdoor (including out at sea) training site locations, natural resource sites; and numerous off-site recruitment/business trip locations, which include foreign/international flag territories. Work a flexible schedule that includes early mornings, late evenings and weekends, along with various overnight stints.

Desired Requirements.
1. Knowledge of Microsoft Office program, especially WORD, EXCEL and POWERPOINT.
2. Problem solving skills and knowledge of interventions.
3. Strong consulting, negotiation, and contracting skills.

SALARY: Salary level 10. Regular full-time position

WORKPLACE: ALU LIKE, Inc.
Ka Ipu Kaeo -Maritime Stewardship Program
458 Keawe St
Honolulu, HI 96813

TO APPLY: For consideration, qualified applicants must mail, fax, email cover letter and resume to:
ALU LIKE, Inc.
Attn: Personnel Office
458 Keawe St
Honolulu, HI 96813
Fax: (808) 524-3670
Email: personnel@alulike.org

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