Job Description

Job Title: PMNM Planning & Evaluation Program Specialist

Project Name: National Ocean Service

Full/Part Time: Full-Time

Regular/Temporary: Regular

MINIMUM MONTHLY SALARY: Salary commensurate with qualifications.

DUTIES: Serve as staff liaison and initial point of contact for the Northwestern Hawaiian Islands Coral Reef Ecosystem Reserve (NWHICRER) Advisory Council (RAC) and the Monument Alliance (MA). Facilitates in the implementation of the management plan evaluation and review process for the PMNM. Provide administrative and logistical support for Monument Management Board (MMB) meeting. Coordinate all RAC/MA activities and manage all RAC/MA correspondence in accordance with the Office of National Marine Sanctuaries (ONMS) and PMNM policy and any existing charters and bylaws. Participate in all ONMS Headquarters Advisory Council activities. Papahanaumokuakea covers a vast area in one of the world’s most isolated archipelagos rich in both its natural and cultural heritage. Largely undisturbed and considered to be one of the most sacred and revered places within Hawaii, Papahanaumokuakea is a place where nature and culture are one.

PRIMARY QUALIFICATIONS: EDUCATION: Bachelor’s Degree from an accredited four (4) year college or university in Business Administration, Sociology, Public Administration, Environmental Sciences, Public Policy, Environmental Policy, Planning, Journalism, Mass Communications, or other related field. EXPERIENCE: Two to five (2-5) years of experience working with the management of councils/advisory boards, public groups, interagency working groups comprised of professionals in the fields of education, research, management, policy, planning, or other fields. Experience planning and coordinating logistics for meetings and conferences. ABIL/KNOW/SKILLS: Working knowledge of natural and cultural resource management principles. Some knowledge of responsibilities and powers of regional, Federal, and State agencies in relation to the management of the PMNM and the NWHICRER. Possess excellent organizational skills in planning and organizing large meetings and conferences and maintaining document and data filing systems. Possess good written and oral communications skills. Proficient with computers (e.g., Microsoft Word, Excel, PowerPoint, and FileMaker Pro).

SECONDARY QUALIFICATIONS: Familiarity with the Hawaiian Islands, its communities, and issues. Knowledge of Hawaiian culture and language. Working knowledge of PMNM, the NWHICRER and the National Marine Sanctuary System including history, policies, and priorities. Previous experience working with Advisory Councils or constituent/stakeholder alliances.

INQUIRIES: Moani Pai 933-8191 (Hawaii).

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.

EEO/AA Employer.

Please apply before 09/21/2012

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