Regular, Full-Time, RCUH Non-Civil Service position with the National Ocean Service, Fagatele Bay National Marine Sanctuary (NMSAS), located in Pago Pago, American Samoa. 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: $2,408/Mon.

DUTIES: Coordinates operations of the Tauese P.F. Sunia Ocean Center (Ocean Center), manages the Fagatele Bay National Marine Sanctuary (NMSAS) Volunteer Program, provides support services to the NMSAS to ensure the comprehensive, strong, and lasting protection of the coral reef ecosystem and related marine resources. These services range from organizing and implementing training and tours for the Volunteer Program, overseeing operations, scheduling of events and assisting in Public Relations for the Ocean Center. Reviewing and finalizing documents related to the management of the Ocean Center with monthly reports of visitors to the facility, evaluations of the volunteer program, on-going training and gift shop sales for accounting and monitoring. Receives, reviews, and prepares correspondence. Receives visitors and phone calls. Assists with the procurement of services, equipment, and supplies for the Ocean Center.

PRIMARY QUALIFICATIONS: EDUCATION: Coordinator’s Degree from an accredited community college in the field of Business Administration, Secretarial Science, or hospitality service related field. EXPERIENCE: Five to seven (5-7) years in management and public relations, working in office administration, training or customer service-related work. Experience in working with customers and/or general public in responding to requests for information or other assistance with public relations. At least two (2) years of experience in tourism/visitor services. At least two (2) years of supervisory experience. ABIL/KNOW/SKILLS: Knowledge of basic accounting and office management. Knowledge of current media methods, design, and distribution channels. Knowledge of established and accepted public relations methods and practices. Knowledge of social networking and media applications. Proficiency in Microsoft Word, Microsoft Excel, and Filemaker Pro, or other contact manager software. Demonstrated ability to manage office filing systems, data entry, and inventory control. Fluent in Samoan. Must be able to communicate effectively in both Samoan and English languages; with excellent verbal and writing skills in both languages. Be able to train, coordinate, supervise, manage, and evaluate volunteers.

SECONDARY QUALIFICATIONS: Familiarity with American Samoa, its communities, and issues. Familiarity with fiscal, accounting, and human resources policies and procedures. Proficiency in other database, graphics or presentation software. Experience using both PC and Macintosh computers.


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 rcuhr@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 09/27/2012