Regular, Full-Time, RCUH Non-Civil Service position with the School of Ocean and Earth Science and Technology (SOEST), Joint Institute for Marine and Atmospheric Research (JIMAR), located at the National Marine Fisheries Service (NMFS), Pacific Islands Regional Office (PIRO) 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: $3,222/Mon.

DUTIES: Responsible for developing, implementing and expanding an effective outreach and education program for NMFS Pacific Islands Region with some guidance from the Communications Officer and Communications Specialist. This position is a regional liaison that serves as a resource, advisor, and point of contact for outreach and education staff in the divisions and programs of NMFS Pacific Islands Region, including both the Pacific Islands Regional Office (PIRO) and Pacific Islands Fisheries Science Center (PIFSC). Seeks and secures opportunities for NMFS to achieve its objectives by engaging with a variety of audiences at many different venues such as community events, schools, public meetings, etc. Analyzes NMFS needs and objectives, and develops effective educational tools, activities and material including fact sheets, brochures, displays, and posters and works closely with the Communication Team to produce these items.

PRIMARY QUALIFICATIONS: EDUCATION: Bachelor's Degree from an accredited four (4) year college or university in education, communications, marine science, or related field. EXPERIENCE: Three to five (3-5) years of experience in the planning, coordination, and delivery of an outreach and education program, which included the design, and production of outreach materials and activities using a variety of media. Demonstrated experience writing material for fact sheets, brochures, educational material, etc. ABIL/KNOW/SKILLS: Knowledge of principles of writing and editing through the effective use of grammar, spelling, and punctuation. Proficient in graphics art/design principles for layout of outreach and education material. Knowledge of principles of communication. Working knowledge of education principles and design/development of teaching tools. Able to lead and work with diverse and varied people to deliver an effective outreach and education program. Able to communicate effectively (both verbally and written) and develop interpersonal relationships with a wide variety of people. Proficient in developing and making presentations to varied audiences. Able to facilitate meetings with groups of subject matter experts, partners, and others and distill the information into outreach and education products. Must possess a valid driver’s license. Post Offer Employment Requirement: Must be able to pass State of Hawaii post-offer criminal background check. Must meet US Department of Commerce (DOC), National Oceanic and Atmospheric Administration security requirements for working in a federal facility, which includes being fingerprinted and having a federal background, check performed. PHYSICAL/MEDICAL REQUIREMENTS: Some lifting of up to thirty (30) pounds may be necessary when staging outreach events.

SECONDARY QUALIFICATIONS: Master’s Degree from an accredited college or university in education, communications, marine science, or related field. Experience in using design graphics software and/or publishing software. Experience with social media tools.
INQUIRIES: Nicole Wakazuru-Yoza 956-5018 (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.

EEO/AA Employer.

Please apply before 11/15/2012