Job Description

Job Title: Koloa Outreach & Education Coordinator

Job ID: 12587

Project Name: Pacific Coop Studies Unit

Full/Part Time: Full-Time

Regular/Temporary: Regular

MONTHLY SALARY RANGE: $2,552-$3,500/Mon.

DUTIES: Works with the Principal Investigator (PI) and the Division of Forestry and Wildlife (DOFAW) Project Leader to manage and coordinate the development and execution of an Implementation Plan (IP) for the recovery strategies of the endangered Hawaiian duck, or Koloa. Participates in strategic long-term recovery planning for Koloa in Hawaii and informs and implements recovery actions focused on this bird. Plans and prioritizes information, education, and outreach activities that will contribute to the recovery of the Koloa. Directs the implementation of the Koloa Communication and Outreach Plan. Identifies, prioritizes, develops, and assists with the drafting of new policies and procedures dealing with the feral mallard hybridization threat. Organizes and facilitates a planned strategy for the removal of hybrids and assists in its implementation. Initiates and maintains effective collaboration with state and federal agencies, non-government organizations, and research partners to achieve Koloa recovery. Actively participates in the Koloa Recovery and Implementation Group (KRIX), comprised of federal and private partners, to develop a recovery strategy for the Koloa. Responsible for submitting grant proposals and acquiring matching funds for implementation of three to five (3-5) Koloa Communication and Outreach Plan priorities and one to two (1-2) major IP priorities. Prepares correspondences, reports, and project summaries.

PRIMARY QUALIFICATIONS: EDUCATION: Bachelor's Degree from an accredited four (4) year college or university with specialization in Biology, Ecology, Environmental Science or other natural resource management field. EXPERIENCE: One to three (1-3) years of progressively responsible experience in natural resource management or conservation with demonstrated experience coordinating and/or implementing education and outreach initiatives. Experience in writing successful grant proposals. Experience in developing and maintaining productive partnerships and facilitating meetings. ABIL/KNOW.SKILLS: Working knowledge of the principles of population ecology and conservation, species recovery programs, and impacts of hybridization on waterfowl. Knowledge of natural resource planning and waterfowl biology and ecology. Practical understanding of connecting with diverse audiences and indigenous populations. Must have excellent outreach skills to guide and implement recovery strategies. Must be capable of planning and coordinating projects with minimal supervision and accomplishing project goals. Must have excellent organizational, leadership, interpersonal, and communications skills, and be able to work with a broad range of stakeholders. Must possess technical writing and computer processing skills using Microsoft Word, PowerPoint, as well as InDesign, Publisher, or an equivalent design program. Post Offer/Employment Conditions: Must possess the American Red Cross Certification in First Aid/CPR (or be able to obtain the certificate following the training provided within three (3) months of hire). PHYSICAL/MEDICAL REQUIREMENTS: Ability to conduct fieldwork in densely vegetated, wetland areas, sometimes with extremely humid conditions, and alternately in hot, dry, and windy locations. Ability to work in an office setting on a computer for long periods of time (eight (8) hours a day, consistently).
SECONDARY QUALIFICATIONS: Master’s Degree from an accredited college or university in Biology, Zoology, or Conservation Biology. Experience with threatened and endangered wildlife, the Hawaiian duck, duck hybridization and control. Experience in waterbird recovery programs. Familiarity with native Hawaiian flora and fauna and local conservation issues. Experience coordinating wildlife education and information programs.

INQUIRIES: Lynnette Kinoshita 956-3932 (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 12/21/2012