Job Description

Job Title: PCSU/Forestry Management Liaison
Job ID: 13039
Project Name: Pacific Coop Studies Unit
Full/Part Time: Full-Time
Regular/Temporary: Regular

Regular, Full-Time, RCUH Non-Civil Service position with the Pacific Cooperative Studies Unit (PCSU), located on Oahu but servicing statewide needs. 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 RANGE: $2,320 - $4,000/Mon.

DUTIES: Develops public outreach strategy with an objective to increase interaction and dialogue between private and public forestry land management programs, projects and partners on lessons learned and new technologies. This may include but not limited to: production of informational materials, training events, public meetings, development of a public outreach strategy, website design, etc. Gathers input from partner organizations, the public, private land managers and resource management personnel regarding recommendations for management of Hawaii’s forest resources and availability of technical and financial assistance programs. Assists in coordinating and implementing program contracts and provides information to the appropriate funding agencies. Alerts programs and partners of upcoming grant opportunities and facilitates grant writing processes by gathering supportive research, outlining deadlines, writing strategies, matching and funding amounts. Assists with miscellaneous projects, which includes project tracking, coordinating environmental compliance, procurement and maintaining program records.

PRIMARY QUALIFICATIONS: EDUCATION: Bachelor’s Degree from an accredited four (4) year college or university. EXPERIENCE: One to three (1-3) years of experience in forestry or natural resource management related field, environmental education, volunteer coordinator or similar type of position. One to three (1-3) years of experience in office management. Experience working on environmental management and conservation projects in Hawaii. ABIL/KNOW/SKILLS: Knowledge of Hawaii’s forest and natural resources, as well as available forestry programs and partnerships in the state. Able to prepare, format and print electronic materials on a variety of scales (posters, brochures, etc.). Demonstrated computer skills in word processing, data entry, layout/design, digital publishing and internet communications. Able to communicate clearly and effectively with professionals, the public, private land managers, sections, branches, programs and partners. Excellent communication and program management skills to facilitate communication between land managers, branches, programs and partners. Excellent writing skills. 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: Able to work in an office environment, do light hiking and endure outdoor conditions from time to time.

SECONDARY QUALIFICATIONS: Knowledge of Hawaiian forests, culture, biota and ecosystems. Familiarity with land management practices in Hawaii for forest restoration, agriculture, and community interactions. Familiarity with legislative processes. Demonstrated ability to work effectively in a complex organizational structure, requiring sound decisions regarding priorities and workloads.

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 01/25/2013