Job Description

Job Title: Weed Risk Assessment & Plant Pono Liaison

MINIMUM MONTHLY SALARY: $3,416/Mon.

DUTIES: Develops, implements, and maintains outreach and education programs for the Weed Risk Assessment (WRA) implementation and Plant Pono in cooperation with Coordinating Group on Alien Pest Species (CGAPS) and Invasive Species Committees (ISC), located 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.

PRIMARY QUALIFICATIONS: EDUCATION: Bachelor's Degree from an accredited four (4) year college or university. EXPERIENCE: At least three (3) years of experience in horticulture or public outreach, or similar type of position. Minimum of one (1) year of experience in preparing presentations, outreach materials, and report writing. ABIL/KNOW/SKILLS: Must have working knowledge of horticulture in Hawaii and interest in Hawaii's natural environment. Must be able to write clear, concise reports and press releases for print and electronic media. Excellent communication and presentation skills to disseminate information to general public. Able to arrange and conduct meetings with plant industry associations, businesses, and similar groups statewide. Program management skills to guide outreach and acceptance of the WRA and Plant Pono website. Computer skills in word-processing, desktop publication, use of websites and social media. Able to organize and gather information effectively. Must possess a valid driver’s license.

SECONDARY QUALIFICATIONS: Education or experience in marketing, website design, or related field. Knowledge of Hawaiian biota and threats from alien plant and animal invasions in Hawaii. Demonstrated ability to work effectively with media personnel regarding complex and potentially sensitive issues.

INQUIRIES: Christy Martin 722-0995 (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 03/06/2013