Regular, Full-Time, RCUH Non-Civil Service position with the Pacific Cooperative Studies Unit (PCSU), 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.

MONTHLY SALARY: Salary commensurate with qualifications.

DUTIES: Provides professional assistance to the Division of Forestry and Wildlife (DOFAW) Invasive Species Program on matters pertinent to the Hawaii Invasive Species Council (HISC) and related tasks: (1) strategic planning; (2) drafting management plans; (3) facilitating partner communications; (4) meeting coordination; (5) preparing reports and correspondence; (9) public outreach coordination; (10) some field work related to invasive species control.

PRIMARY QUALIFICATIONS: EDUCATION: Bachelor’s Degree from an accredited four (4) year college or university in Biological, Environmental, or related sciences with basic or related biology courses. (Bachelor’s Degree in non-related field with three (3) years of experience in environmental planning or project management will be accepted.) EXPERIENCE: Two to four (2-4) years of experience in natural resource related field. ABIL/KNOW/SKILLS: Working knowledge of the principles of ecology and conservation, and of how to implement and monitor a multi-faceted natural resource related project or program. Basic understanding of rules and policies pertinent to personnel safety, fiscal, and operational matters. Excellent organizational, leadership, public relations, and communications skills, as well as strong problem solving, decision-making, interpersonal, and management skills. Basic computer skills in word processing, spreadsheets, and presentations. Must possess a valid driver’s license. Post Offer/Employment Condition: 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 outdoors on extremely rough terrain and under adverse weather conditions.

SECONDARY QUALIFICATIONS: Demonstrated experience writing strategic plans and/or management plans. Master’s Degree from accredited college or university in a field related to Natural Resource Management, Planning, and/or Policy. Coursework related to Forestry, Wildlife Management, Natural Resources Management, Planning, or related field from an accredited college or university. Experience working with multiple stakeholders, collaborative management, conflict resolution/negotiation, strategic planning, grant writing, and project management. Knowledge of pertinent laws and regulations regarding invasive species. Knowledge of threats from incipient alien plant and animal invasions. Experience working with control of invasive species in Hawaii or elsewhere.

INQUIRIES: Joshua Atwood 587-4154 (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 03/20/2013