

Pacific Southwest Research Station

Outreach Announcement: Experimental Forest Coordinator/Planner, GS 401-05/07/09

Reply Due: October 13, 2009

The Institute of Pacific Islands Forestry will be advertising for an Experimental Forest Coordinator/Planner term Position. The incumbent will provide leadership and assistance in program planning, community outreach, and administrative efforts associated with the Hawaii Experimental Tropical Forest (HETF).

DUTIES: Provide leadership and assistance in program planning and coordination to the USDA Forest Service, Institute of Pacific Islands Forestry (IPIF), and the State of Hawaii Department of Land and Natural Resources (DLNR) on matters pertinent to the management of the Hawaii Experimental Tropical Forest (HETF). The coordinator serves as a professional liaison between the HETF and state and national agencies/departments, county offices, private organizations and community groups. The coordinator has the overall responsibility to coordinate and facilitate the HETF goals and objectives as determined and prioritized by the HETF planning committee and developed management plans. The coordinator will be required to work independently with minimal supervision. As such, the HETF Planner/Coordinator will contribute to annual action plans and performance reports for the HETF, prepare and present program summaries, annual reports, outreach activities, and presentations for regularly scheduled government and community advisory group (locally and nationally) meetings. This position requires the person to possess an understanding of the complex interactions between State of Hawaii agencies and organizations and their various policies, procedures, rules, and laws. The person in this position will also coordinate the HETF permit process, prepare HETF correspondence and reports and assist with development and maintenance of the HETF web-site.

WORK ENVIRONMENT: Approximately 1/3 of the work will be performed in the Wildland/ and or community setting. The other 2/3 will be performed working with others in the office. A portion of the work will be sedentary. The work will require the ability to work effectively and efficiently in steep, rough terrain, at times in inclement weather.

The vacancy announcement for this position will be posted on the U.S. Government's official website for employment opportunities www.usajobs.gov.

If you are interested in receiving a copy of the vacancy announcement for this position ... complete the attached Outreach Notice Response Form and return it to the Institute of Pacific Islands Forestry no later than October 13, 2009.

Outreach Notice Response Form

I am interested in the Experimental Forest Coordinator/Planner GS-0401-05/07/09 position at the Institute of Pacific Islands Forestry in Hilo, Hawaii and would like to receive a copy of the Vacancy Announcement.

Reply Due : October 13, 2009

Please complete this form and send to: scordell01@fs.fed.us or mail to:
Attn: Susan Cordell
Institute of Pacific Islands Forestry, USDA Forest Service
60 Nowelo St.
Hilo, HI 96720

Name:	
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Address:	
Phone:	

E-mail Address:	
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How would you like to be notified about the Vacancy Announcement?	<input type="checkbox"/> E-mail <input type="checkbox"/> Paper copy sent via U.S. mail <input type="checkbox"/> Phone
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Thank you for your interest