

## Job Description

**Job Title:** Seabird Habitat Conservation Planning Specialist  
**Job ID:** 29455  
**Project Name:** Pacific Coop Studies Unit  
**Full/Part Time:** Full-Time  
**Regular/Temporary:** Regular

---

[Email to Friend](#)[Select Job](#)[Return to Previous Page](#)

---

### Job Summary

Regular, Full-Time, RCUH Non-Civil Service position with the Pacific Cooperative Studies Unit (PCSU) Kaua'i Seabird Habitat Conversation Plan project, located on Kaua'i. Continuation of employment is dependent upon program/operational needs, satisfactory work performance, and availability of funds.

MINIMUM MONTHLY SALARY: \$2,408.00-\$4,274.00.

**DUTIES:** Manage, organize, and work closely with a diverse group of businesses and agencies as applicants and stakeholders to the Habitat Conservation Plan (HCP) to accomplish timely completion of HCP applications and related materials or deliverables. Assist with writing and preparation of the National Environmental Policy Act (NEPA) Analysis and other parts of the total HCP application. Produce HCP related letters, mailings, phone and e-mail communications, and organize/manage project meetings and deliverables. Coordinate and plan public and agency meetings. Less frequent and more essential seasonal duties include: Assist with seabird colony surveys, evaluation of avoidance and minimization efforts by applicants/stakeholder and other HCP analyses and seabird rescue as needed.

**PRIMARY QUALIFICATIONS:** **EDUCATION:** Bachelor's Degree from an accredited four (4) year college or university in Environmental Policy, Biological/Conservation Sciences, or related field. **EXPERIENCE:** One to three (1-3) years working in the fields of environmental policy, biological conservation or environmental planning with demonstrated experience with one (1) or more of the following: facilitation and/or participation in public meetings, production of environmental documents or outreach. **ABIL/KNOW/SKILLS:** Working knowledge of principles of outreach, public and environmental planning particularly in Hawaii. Knowledge of communication strategies for effective project planning among diverse and numerous groups of stakeholders and participants. Demonstrated skills in the areas of document writing, project organization/follow-up, meeting planning and coordination. Skills and training in economic analyses. Fluent ability with Microsoft Office Suite and other software programs including Adobe Illustrator/Reader and internet and e-mail. Skills in developing outreach materials, signs, presentation design, and effective communication of HCP information. Must possess a valid driver's license.

**SECONDARY QUALIFICATIONS:** Experience working with conservation and environmental planning and policy development in Hawaii or on the mainland. Professional experience in the field of policy, environmental or economic planning. Knowledge of Hawaiian culture and planning processes in Hawaii is desirable. Demonstrated skills and experience related to project planning and organization, meeting coordination and facilitation.

**INQUIRIES:** Andrea Erichsen 245-9160 (Kauai).

**APPLICATION REQUIREMENTS:** The preferred method of applying for a job is through our on-line application process. Please go to [www.rcuh.com](http://www.rcuh.com), click on "Employment" and navigate to "Job

Announcements/Apply for a Job." However, if you do not have access to the Internet, you may apply by submitting resume; cover letter including Recruitment ID#, referral source, narrative of your qualifications for position and salary history; names, phone numbers and addresses of three supervisory references and copy of degree(s)/transcripts/certificate(s) to qualify for position by fax (808) 956-5022 or mail to Director of Human Resources, Research Corporation of the University of Hawaii, 2530 Dole Street, Sakamaki Hall D-100, Honolulu, HI 96822 before the closing date. If you have questions on the application process and/or need assistance, please call (808)956-3100. EEO/AA Employer.

**Please apply before:** 11/10/2009

---

Email to Friend

Select Job

[Return to Previous Page](#)

---