

Job Description

Job Title: PMNM Strategic Initiatives Coordinator
Job ID: 29461
Project Name: National Ocean Service
Full/Part Time: Full-Time
Regular/Temporary: Regular

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Job Summary

Regular, Full-Time, RCUH Non-Civil Service position with the National Ocean Service (NOS), Papahānaumokuākea Marine National Monument (PMNM), located in Honolulu, Hawaii. Continuation of employment is dependent upon program/operational needs, satisfactory work performance, and availability of funds.

MINIMUM MONTHLY SALARY: Salary commensurate with qualifications.

DUTIES: Develops, coordinates, and manages the Monument Strategic Initiative Program to uphold the mission of capacity building within local communities. Develops and maintains strategic relationships with key local, national and international stakeholder groups to promote conservation and resource management. Evaluate the activities and monitor the outcomes in order to determine the benefits for the Monument. Build networks with international agencies and institutions to ensure the monument remains a research site. Coordinate the Native Hawaiian Team on projects which support the Monument Management Plan strategies and activities and participate in meetings with the advisory bodies. Perform necessary administrative tasks, associated with managing and overseeing civil contractors and interns. Assist Monument Superintendent in developing work plans, conducting performance reviews training, leave, etc. Assign tasks to interns and civil contractors and monitor the completion.

PRIMARY QUALIFICATIONS: **EDUCATION:** Bachelor's Degree from an accredited four (4) year college or university in the field of Biological Sciences, Environmental Sciences, Policy, Planning, Political Science, or Journalism. **EXPERIENCE:** Five to seven (5-7) years of experience in community networking; relationship building with key decision makers; public speaking, presentation and communication techniques; community relations and strategic partnership building with the Native Hawaiian community, government agencies, Non-Governmental Organizations (NGOs), and other groups; project management experience, inclusive of budget development, tracking, reporting, and experience in leading multi-disciplinary project teams; and experience in marine conservation and/or resource management and program development. **ABIL/KNOW/SKILLS:** Knowledge of program development, ocean policy, marine resource management and/or environmental management and policy. Knowledge of issues related to Native Hawaiian community, and incorporating traditional knowledge into adaptive, ecosystem-based resource management. Demonstrated ability to work with a wide variety of people and elicit cooperation between conflicting interests. Demonstrated ability to build relationships with indigenous peoples/communities and international organizations around the Pacific. Outstanding oral and written communication skills. Must demonstrate proficiency in Microsoft Word, Excel, and PowerPoint. Demonstrated organization skills, ability to develop a project budget, and the ability to classify and manage information from diverse sources.

SECONDARY QUALIFICATIONS: Basic knowledge of the PMNM and Northwestern Hawaiian Islands, including history, mandates, policies and management priorities. Knowledge of policy and marine conservation issues on a regional and global scale. Basic knowledge of web site development and maintenance. Basic knowledge of Native Hawaiian language and cultural protocol. Experience in

development, coordination and facilitation of meetings, workshops, conferences and special events. Demonstrated ability to coordinate and manage projects that include education and outreach components, media and public relations, as well as production of education and outreach materials from pre to post production, inclusive of writing and content development, editing, art direction, proofing, coordination of product delivery and distribution, promotion and public awareness/marketing campaigns.

INQUIRIES: Moani Pai 397-2660 (Oahu).

APPLICATION REQUIREMENTS: The preferred method of applying for a job is through our on-line application process. Please go to 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: 10/28/2009

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