

Bulletin Board Posting: 01/23/15
RCUH Website: 01/23/15
Hire Net Hawaii: 01/23/15

NMSF/PMNM EDUCATION SPECIALIST – ID# 15046. National Marine Sanctuary Foundation. Regular, Full-Time, RCUH Non-Civil Service position with the National Marine Sanctuary Foundation (NMSF) assigned to the Papahānaumokuākea Marine National Monument and World Heritage Site (PMNM), located at the National Oceanic and Atmospheric Administration (NOAA) office in Honolulu, Hawai'i. Continuation of employment is dependent upon program/operational needs, satisfactory work performance, availability of funds, and compliance with applicable Federal/State laws.

MINIMUM MONTHLY SALARY: Salary commensurate with qualifications. **DUTIES:** Develops and implements educational programming for PMNM. Works with government, community, and academic partners to plan, coordinate, and facilitate educational activities across Hawai'i. Assists with other Monument education and outreach programs and events, including support and management of the Navigating Change educational project. Updates and enhances the Teacher's Guide to Navigating Change and arranges for reproduction of the guide. Ensures integration of Navigating Change activities with other Office of National Marine Sanctuaries (ONMS) and managing partner efforts throughout the state, especially with ONMS staff at Mokupapapa Discovery Center in Hilo, Hawaii; on Maui; and on Kaua'i. **PRIMARY QUALIFICATIONS: EDUCATION/TRAINING:** Bachelor's Degree from an accredited four (4) year college or university in Education, Teaching, Hawaiian Studies, Biology, Communications or related field. **EXPERIENCE:** Three to five (3-5) years of experience in formal or informal education. This includes experience in conducting workshops, evaluating education programs, and working in communities with diverse cultural and/or socioeconomic backgrounds. **ABIL/KNOW/SKILLS:** Working knowledge of the natural history of the Hawaiian Archipelago, including the Northwestern Hawaiian Islands. Extensive knowledge of Hawai'i's marine environment, flora and fauna. Knowledge and experience of Hawaiian culture and history. Knowledge of academic standards and assessments, especially the Common Core State Standards (in language arts and math) and the Hawai'i Content and Performance Standards III (in science and social studies). Excellent verbal and written communication skills. Skilled in desktop editing (Adobe InDesign), Microsoft Office (Word, Excel, PowerPoint), web site editing, on-line collaboration tools, image and video editing, and good general computer operation skills. Working knowledge of basic budgeting procedures. Must possess a valid driver's license and maintain throughout the duration of employment. May be required to provide a clean driver's abstract as deemed necessary by the job requirements and/or the project. If personal vehicle will be used for business purpose: Must possess proof of personal vehicle insurance and maintain throughout the duration of employment. Must also provide the RCUH Human Resources Department with driver's license information and keep current throughout the duration of employment. Failure to meet this requirement or falsification of documents may result in disciplinary action including and up to termination of employment. Post Offer/Employment Condition: Must be able to pass a post offer criminal background check. (As necessary based on work location or other job requirements) incumbents may be required to meet the US Department of Commerce, National Oceanic and Atmospheric Administration security requirements for working in a federal facility which includes being fingerprinted and having a federal background

check performed. **POLICY AND/OR REGULATORY REQUIREMENTS:** As a condition of employment, employee will be subject to all applicable RCUH policies and procedures and, as applicable, subject to University of Hawaii's and/or business entity's policies and procedures. Violation of RCUH's, UH's, or business entity's policies and/or procedures or applicable State or Federal laws and/or regulations may lead to disciplinary action (including, but not limited to possible termination of employment, personal fines, civil and/or criminal penalties, etc.). **SECONDARY QUALIFICATIONS:** Familiarity with Navigating Change and the Polynesian Voyaging Society. Teaching credential and certification. Prior experience working with Hawaii Department of Education (DOE) teachers. Prior experience with online collaboration or mentoring. Familiarity with maintenance and organization of electronic information. Video and web site editing experience. Experience in place-based and culture-based education. Fluency in written and spoken Hawaiian. Intimate knowledge of the Hawaiian Islands, its communities and issues. Basic knowledge of the Monument. Experience working with Native Hawaiian communities. Knowledge of marine conservation issues and environmental issues. **INQUIRIES: Moani Pai 808-933-8191 (Hawaii).** **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 rcuhr@rcuh.com. If you have questions on the application process and/or need assistance, please call (808)956-8344. **CLOSING DATE: February 6, 2015.** EEO/AA Employer.