

Bulletin Board Posting: 01/23/15  
RCUH Website: 01/23/15  
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**NMSF/PMNM NATIVE HAWAIIAN PROGRAM COORDINATOR – ID# 15048.**

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, Hawaii. 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, coordinates, manages and evaluates the Monument Native Hawaiian Program. Coordinates with Monument leadership, staff, co-managing agencies, and other partner organizations on implementing the strategies and activities related to Native Hawaiian cultural access, research, education, partnerships and overall integration of Native Hawaiian values and concepts into daily management of the Monument. Facilitates dialogue between the Monument and the Native Hawaiian community. Continues to develop formal and informal partnerships with Native Hawaiian organizations, institutions and community groups. Oversees the planning for cultural trips to the Monument. Performs necessary administrative tasks pertaining to the supervision of the Native Hawaiian Program Specialist and student interns, under the direction of the Monument Superintendent. Assists the Monument Superintendent in: developing work plans; conducting performance reviews; evaluation and approval of requests for travel authorizations, training, leave, approval of procurements, etc. Oversees administrative and budgetary tasks related to the Native Hawaiian Program. **PRIMARY QUALIFICATIONS: EDUCATION/TRAINING:** Master's Degree from an accredited college or university in Natural Resource Management, Agriculture, Biology, Botany, Geography, Hawaiian Studies, Hawaiian Language or related field and demonstrates aptitude, knowledge, and in-depth cultural training from a recognized practitioner who is knowledgeable in a Native Hawaiian practice, discipline or tradition. **EXPERIENCE:** Five to seven (5-7) years of experience working with Native Hawaiian communities and cultural resource management. Experience in public speaking, oral presentations and developing visual presentations in a cultural context. **ABIL/KNOW/SKILLS:** Familiarity with Native Hawaiian history, culture, and traditional resource management. Proficiency in the Hawaiian language. Excellent communication and interpersonal skills. Skilled in relating with people from different communities and building partnerships. Proficiency with common personal computer office software. 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:** Experience as a cultural educator. Familiarity with the National Oceanic and Atmospheric Administration, the Office of National Marine Sanctuaries and the Papahānaumokuākea Marine National Monument. **INQUIRIES: Moani Pai 808-933-8191 (Hawaii).** **APPLICATION REQUIREMENTS:** Please go to [www.rcuh.com](http://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](mailto:rcuhr@rcuh.com). If you have questions on the application process and/or need assistance, please call (808)956-8344. **CLOSING DATE: February 24, 2015.** EEO/AA Employer.