

Pacific Southwest Research Station

Institute of Pacific Islands Forestry

Job Announcement:

(Natural Resource Specialist, GS-0401-9/11)

Hawai`i Experimental Tropical Forest (HETF) Coordinator

Location: Hilo, Hawai`i

Reply Due: June 23, 2015

The USDA Forest Service's Institute of Pacific Islands Forestry (IPIF) in Hilo, Hawai`i plans to advertise a Natural Resources Specialist (GS-0401-9/11) Position for the role of Hawai`i Experimental Tropical Forest (HETF) Coordinator. This notification is being circulated to inform prospective applicants of this upcoming opportunity and determine interest in the position.

The HETF Coordinator will report to the IPIF Director; be a member of an interdisciplinary research team; and will coordinate with staff and scientists to accomplish the objectives of the Hawai`i Experimental Tropical Forest: <http://www.fs.fed.us/psw/programs/ipif/>.

Vision: The Hawaii Experimental Tropical Forest (HETF) is an important research, education, and demonstration forest where globally relevant activities are conducted to benefit the people and ecosystems of Hawaii, all Pacific islands, and the tropical world.

The successful applicant will be responsible for a variety of recurring and complex duties/skills in support of the HETF and the IPIF Director, including, but not limited to:

- ❖ HETF Program coordination and supervision of Institute staff members associated with the HETF Program
- ❖ Coordination with Forest Service facilities and engineering staff to maintain, repair, and improve HETF infrastructure, including associated roads, buildings, and grounds
- ❖ Coordination and administration of educational programming
- ❖ Seeking, obtaining, and implementing extramural/intramural funding grants/awards for the programmatic needs at HETF
- ❖ Knowledge, understanding, and respect of the language, history, culture, and people of Hawai`i
- ❖ Ability to function well, and direct, hospitality-related functions as related to visiting scientists, community members, dignitaries, and others at the HETF
- ❖ Developing and implementing science education programs, in coordination with partner organizations

- ❖ Cultivating partnerships with K-12 schools, colleges, and other independent organizations (e.g., professional organizations, clubs, and cultural entities) that are in need of science enrichment and field-based educational experiences.
- ❖ Networking and advancing ideas at the planning level, organizing meetings with counterparts in other similar organizations at the local, regional, national, and global levels
- ❖ Effectively coordinating and informing relevant political leaders and state agency personnel
- ❖ Working to advance the growth of HETF, from both the programmatic and infrastructural perspectives, including science team development, educational activity development, and building/grounds modifications, renovations, and improvements.
- ❖ Effective one-on-one and group interactions with all HETF partners, from Kindergarten to Kūpuna.
- ❖ Excellent oral and written communication skills, with experience delivering motivational presentations in both print format and in public presentations
- ❖ Familiarity and facility with scientific terms, methods, data, outputs, and outcomes, preferably in the biological, ecological, and/or environmental sciences
- ❖ The ability to adapt quickly, and function effectively, with diverse groups and individuals, under conditions of extreme uncertainty
- ❖ Fiscal management skills, including budgeting and expenditure tracking
- ❖ Ability to handle stress effectively, and convey positive and constructive elements of the HETF Program at all times
- ❖ Collaborating with interdisciplinary science and educational teams, and bringing teams together to meet Programmatic goals
- ❖ Excellent organizational skills
- ❖ Routinely and proactively advising the Institute Director of Programmatic successes, challenges, and progress
- ❖ Excellent customer service and inter-personal communication skills

The position will be located at the USDA Forest Service, Pacific Southwest Research Station's Hilo, Hawai'i office at the Institute of Pacific Islands Forestry (<http://www.fs.fed.us/psw/programs/ipif/>). The vacancy announcement for this position will be posted on the U.S. Government's official website for employment opportunities www.usajobs.gov. Additional information about living and working in the Hilo area is available at: <http://www.bestplaces.net/city/hawaii/hilo>

If you are interested in receiving a copy of the vacancy announcement for this position, you may complete the attached Outreach Notice Response Form or send an email or fax stating your interest in receiving the announcement and return it to Jeannie Stoner of the Pacific Southwest Research Station's Institute of Pacific Islands Forestry, by email: JAStoner@fs.fed.us or fax: (877) 720-8992 no later than June 23, 2015

PACIFIC SOUTHWEST RESEARCH STATION

Institute of Pacific Islands Forestry

Natural Resource Specialist, GS-0401-9/11

Location: Hilo, Hawai`i

If you are interested in this opportunity, please complete this form and send it by e-mail or fax to **Jeannie Stoner** at: JAStoner@fs.fed.us; fax: (877) 720-8992

Please respond no later than June 23, 2015

INTERESTED APPLICANT INFORMATION:

NAME:

EMAIL ADDRESS:

MAILING
ADDRESS:

TELEPHONE NUMBER:

TYPE OF CURRENT APPOINTMENT: (if applicable)

PERMANENT TEMPORARY TERM

CURRENT STATION/LAB/REGION/FOREST/DISTRICT: (if applicable)

CURRENT PAY or SERIES AND GRADE: (if applicable)

CURRENT POSITION TITLE: (if applicable)

I AM ELIGIBLE FOR FEDERAL NON-COMPETITIVE HIRING AS:

VRA (Veterans Recruitment Authority)

SCHEDULE A (Persons with disabilities)

Reinstatement (prior permanent career/career conditional employees)

OTHER