



RESEARCH CORPORATION OF THE UNIVERSITY OF GUAM

The Research Corporation of the University of Guam does not discriminate on the basis of sex, race, color, religion, national or ethnic origin, disability unrelated to job requirements, age (except as permitted by law), citizenship status, marital status, or political affiliation. Furthermore, the Research Corporation of the University of Guam does not discriminate on the basis of sex in the admission to or employment in its educational programs or activities.

ANNOUNCEMENT

August 17, 2023

THE RESEARCH CORPORATION OF THE UNIVERSITY OF GUAM SOLICITS APPLICATIONS TO ESTABLISH A LIST OF ELIGIBLES FOR THE FOLLOWING LIMITED TERM APPOINTMENT, 100% FEDERALLY FUNDED FULL-TIME POSITION (SUBJECT TO THE AVAILABILITY OF FUNDS):

Position Title

Extension Associate II (Climate Change Resilience Coordinator) (JOB # RC-23-61)

Application Deadline: 11:59 p.m. on August 24, 2023 (Chamorro Standard Time / UTC +10)

Application Process:

1. Applicants must complete the RCUOG online job application at UOG's online employment portal at <https://uog.peopleadmin.com/> or
2. Submit hardcopy documents to the RCUOG office located in House #24, Dean Circle, UOG Campus to apply.

For further questions, please email rcuoghr@triton.uog.edu

Salary

Grade M, Step 1, \$23.91 to Step 5, \$27.74 per hour
Temporary, Full-Time, 40 hours per week

Benefits:

Full-Time: Social Security, Medical and Dental Insurance, 4 hours annual leave and 4 hours sick leave per pay period, holiday pay, up to 3% 403(b) match based upon employee contribution of 3%.

Minimum Qualifications:

- Master's degree in Biology, Environmental Science, Natural Resources Management, or related field from a U.S. regionally accredited institution or foreign equivalent;
- Three (3) years of work relevant to the position **OR** combination of college credits, technical training, and/ or substantial professional level work experience;

OR

- Bachelor's degree in Environmental Science, Biology, Sustainability, or related field from a U.S. regionally accredited institution or foreign equivalent;
- Five (5) years of work relevant to the position **OR** combination of college credits, technical training, and/ or substantial professional level work experience;

Minimum Knowledge, Skills, and Abilities:

- Strong knowledge and experience developing or implementing project activities;
- Knowledgeable in seeking, applying for, and reporting on competitive grants;
- Strong outreach and community engagement abilities;
- Strong research and analysis skills;
- Proficient in communicating complex and conceptual ideas to a diverse set of groups and stakeholders;
- Excellent organizational skills and the ability to manage conflicting priorities;
- Ability to manage projects, reporting, and collecting and organizing performance measure data;
- Ability to design, implement, and manage complex projects;
- Ability to form and maintain formal and informal relationships across academia, government, non-profits, and the business sector;
- Ability to manage time efficiently and ability to prioritize work;
- Ability to work both independently as well as proactively in a team environment;
- Ability to work flexible hours, including weekends and evenings, as needed;
- Ability to communicate effectively;
- Excellent written and oral communications skills;
- High-performing team player;

Character of Duties:

The Climate Change Project Coordinator will provide technical support to guide the project activities and outputs and ensure effective implementation of the climate pollution reduction project and will be responsible for regular project reporting to the Chairperson of Guam's Climate Change Resilience Commission (CCRC) and the Associate Director of the University of Guam Sea Grant program – as the Co-Principal Investigators (Co-PIs) for the grant. The Climate Change Project Coordinator's duties will include, but will not be limited to coordination and project management:

- Manage the overall conduct of the project identified in the scope of work, including implementing planned activities, monitoring implementation progress, managing the project risks, capturing lessons learned, etc.;
- Develop the annual work plan in coordination with the Co-PIs to ensure approval;

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- Supervise, guide and coordinate the work of all project staff, consultants and project executing partners to ensure that work is harmonized across Guam – and that consultants are providing similar outputs in accordance to the project’s logical framework and requirements;
- Engage and maintain direct dialogue – in coordination with the Co-PIs– with government agencies to support the implementation of the project;
- Liaise and lead the coordination between the CRCC and organize meetings as needed;
- Participate in the committee meetings and record notes for files;
- In close liaison with the Co-PIs, prepare and revise project work and financial plans, including supporting the Co-PIs in providing technical input to working documents, studies and technical reports as required in the framework of project activities on the topics of climate pollution reduction and resilience;
- Manage and monitor project risks in coordination with the Co-PIs;
- Coordinate project workshops and consultation meetings with key stakeholders and local communities in close cooperation with the Co-PIs and the project implementing partners, and prepare concept notes, agendas and reports;
- Assist in identifying a contractor for the development of a Priority Climate Action Plan (PCAP), and a Climate Change Adaptation Plan (CCAP);
- Research and provide existing content to contractor for the purposes of developing a PCAP and CCAP and implementation strategy to meet emission reduction targets, including a climate lens, policy framework and annual report;
- Create, manage, and analyze emissions databases;
- Draft concept notes and organize project documents and liaise with the grantor, United States Environmental Protection Agency (U.S. EPA), to mobilize project resources with the support of the Guam CRCC and Co-PIs;
- Build capacity to incorporate climate action and resilience into service delivery, asset management, and strategic planning;
- Research, promote, and implement innovations to increase the Guam’s resilience to adapt to climate change;
- Develop and implement region-wide public awareness, education, and capacity building strategies designed to encourage participation in and support for climate action initiatives, in coordination with the goal of making Guam a model for social responsibility and island resilience;
- Foster and maintain relationships and commitments with a wide range of stakeholders in the public, private and academic sectors, to identify opportunities to implement Guam’s climate action policies and initiatives;
- Coordinate meetings and provide information which support climate action issues to local government staff and elected officials;
- Identifies opportunities for grants or other external funding sources, including community partnerships, and prepares and submits grant applications;
- Work on other climate initiatives under the Center of Island Sustainability (CIS) and Sea Grant program;
- Produce and disseminate information including campaign materials on the project in conjunction with the CIS and Sea Grant Communications and Engagement team;

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- Ensure project visibility and implement awareness of the project with support of the CIS and Sea Grant Communications and Engagement team;
- Support project teams in reporting and documenting all climate related projects and initiatives on Guam;
- Plan, organize, and manage workloads and projects, set priorities, meet deadlines and work under pressure to serve the diverse needs of multiple municipalities and electoral areas;
- Seek potential grants and projects and write successful proposals;
- Perform other duties as assigned;

Police and Court Clearance:

Pursuant to Public Law No. 28-24 and Executive Order No. 2005-34, applicants selected for a position are required to provide original police and court (Superior Court of Guam) clearances of no more than three (3) months old prior to commencement of employment. Off-island applicants must obtain clearances from their place of residence. Applicants are responsible for fees associated with obtaining the clearances.

Work Eligibility:

- Submission of completed job applications authorizes the Research Corporation of the University of Guam to seek and obtain information regarding the applicant's suitability for employment. All factors which are job related may be investigated (i.e., previous employment, educational credentials, and criminal records).
- All information obtained may be used to determine the applicant's eligibility for employment in accordance with equal employment opportunity guidelines. In addition, the applicant releases previous employers and job-related sources from legal liability for the information provided.
- Should an applicant be convicted of any crimes other than a minor traffic violation, all applicable information must be provided in the form of a police clearance report and court clearance report. Failure to admit any felony convictions may result in immediate disqualification or disciplinary action.
- Section 25103, Chapter 25, Title 10 of the Guam Code Annotated requires college or university employees to undergo a physical examination, to include a test for tuberculosis (skin or x-ray), prior to employment and at least annually thereafter. A report of such examination must be conducted by a licensed physician within a state or territory of the United States and must be submitted upon request.
- Federal law requires presentation of eligibility to work in the United States within seventy-two (72) hours of reporting for employment. Specifically, 8 USC 1324A requires the employer to verify the identity and eligibility to work in the United States of all newly hired employees. The Research Corporation of the University of Guam is required to comply with this law on a non-discriminatory basis. If you are hired to fill a position with the Research Corporation of the University of Guam, you will be required to present valid documents to comply with this law.

The Research Corporation of the University of Guam complies with Public Law 24-109 in reference to the provisions and requirements of the Americans with Disabilities Act. Assistance

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in EEO/ ADA matters and inquiries concerning the application of Title IX and its implementing regulations may be referred to the University's Director, EEO and Title IX/ ADA Coordinator, located at the EEO/ ADA and Title IX Office, Dorm II, Iya Hami Hall, Room 104, Telephone No. (671) 735-2244; TTY (671) 735-2243; or to the Office of Civil Rights (OCR).