

Records Management Facilitator Internship

The deadline for applications is March 27, 2017 at 7 AM HST.

SUMMARY:

The U.S. Fish & Wildlife Service Marine Monuments of the Pacific Office, located in Honolulu, Hawaii is looking for three Records Management Facilitator interns to assist in organizing our holdings. Our offices have extensive historical files, spanning decades, which document the management, political history, and scientific research surrounding 22 national wildlife refuges and 4 marine national monuments throughout the Pacific. The collections consist of both analog and digital records, with formats including paper, photographs and slides, motion picture film, disks, CD-ROMs, audio tapes, and electronic databases. We will be bringing on a Project Lead and a Project Assistant for the Honolulu office as well as a Project Assistant for refuge offices located on Kauai.

We are looking for three motivated, resourceful, and conscientious information professionals to become our in-house experts on all things information. The records management facilitators will be responsible for following a records schedule, organizing and digitizing files, keeping a records inventory, and disposing of files accordingly or transferring them to the National Archives and Records Administration. You will gain hands-on experience with electronic records, preservation, digitization, metadata, records management, content management systems, and other disciplines. You will also gain experience prioritizing tasks, collaborating and coordinating with other staff, establishing guidelines and best practices, networking with other information professionals for support and information sharing, and training others on policies and procedures.

The main responsibility of the rotation is to digitize and increase access to the records. Good time management skills are necessary as your daily work will be self-supervised and self-initiated. This is a particularly important skill for the the Kauai intern as he or she will need to balance their time between two refuges based on record needs. While most of the Honolulu work will be conducted in the office, there are opportunities to travel to different refuges on O'ahu based on their records needs. We will count on you to guide us by making policy recommendations, workflow decisions, and strategies for future records practices.

QUALIFICATIONS:

Required:

- Ability to work independently and make well-researched decisions with limited supervision.
- Superb organizational and planning skills.
- Ability to recognize inefficiencies and recommend practical solutions.
- Interest in a unique, nuanced project that includes many aspects of information science and other fields.
- Ability to balance theory and idealism with fiscal and logistical limitations in a non-traditional information setting.
- Ability to learn and operate various hardware devices and software programs.

- Adherence to established guidelines and policies both professional and organizational.

Preferred:

- A general background in biology, environmental science, or related field.
- Work experience, internship experience, or coursework in archival science, records management, library science or a combination of applicable fields.
- Experience with scanning equipment, Microsoft software, Adobe Acrobat and content management platforms.
- Experience with records retention and disposition schedules.
- Experience cataloging or working with metadata.

SCHEDULE:

A 6-month, full-time (40 hours per week) schedule is preferable. However, the schedule is flexible and is negotiable depending on the needs of the office and interns.

COMPENSATION:

The internship is unpaid, but we can offer free agency housing and subsidy for use of public transportation (\$60 a month bus pass) for Honolulu interns and a government car for transportation to and from work for the Kauai intern. At the end of the internship, interns will be awarded \$1,500. Furthermore, depending on your school's program requirements, you may be able to receive credit for this internship.

TRAVEL AND LODGING:

The Service will provide roundtrip airfare to and from Honolulu or Kauai, including reimbursement for luggage and transportation from the airport, if necessary. Housing will be provided free of charge at a communal agency bunkhouse, which can accommodate up to seven people in Honolulu and up to thirteen people on Kauai.

SURROUNDINGS:

Our office is located in downtown Honolulu and the agency bunkhouse is located a short walk from the Waikiki neighborhood of Honolulu. Both locations are along popular bus routes. Bunkhouse residents enjoy the convenience of nearby grocery stores, drugstores, coffee shops, and a nearby library within walking distance. Our Kauai offices and rustic bunkhouse are situated on the wildlife refuge and offer an unrivaled view of native Hawaiian wildlife. There are nearby hiking trails, local shops, eateries, and a public library. Nearby beaches are accessible by bus.

Weekends, holidays, and off hours can be spent exploring Hawaii. Opportunities abound to kayak, surf, fish, stand-up paddleboard, swim, snorkel and enjoy the many beaches, parks, hiking trails, historical landmarks, and gardens.

BACKGROUND:

The mission of the U.S. Fish and Wildlife Service is working with others to conserve, protect, and enhance fish, wildlife, plants, and their habitats for the continuing benefit of the American people. The National Wildlife Refuge System, managed by the Service, is the world's premier system of public lands and waters set aside to conserve America's fish, wildlife, and plants.

The Records Management Facilitators will make a difference for some of the world's most remarkable and unique natural resources as our office continues to accomplish great things in the Pacific. You will gain awareness of wildlife refuge management, island and marine ecosystems, and many endangered and unique plant and animal species. Just recently, one of our monuments, Papahānaumokuākea, was expanded by Presidential order into the largest marine protected area in the world. This internship is an amazing opportunity to see history in the making as the Service and its partners launch its management plans for the monument.

Both the Honolulu and Kauai offices are team oriented and promote a strong work/life balance. As scheduling allows, there are extracurricular opportunities available, including field trips to remote worksites, assisting in biological surveys and participation in other office functions and events.

APPLICATION PROCESS:

To apply, send an attached resume and brief cover letter to Olivia Thormodson at olivia_thormodson@fws.gov

Please have the subject of the email state "RMF Application"

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CONTACT:

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