

July 8, 2013

Records Management Volunteer Opportunity in Honolulu, HI

The U.S. Fish and Wildlife Service (USFWS), Hawaiian and Pacific Islands National Wildlife Refuge Complex (NWRC) is currently seeking a volunteer / intern to serve as Records Management Facilitator for a 6-month temporary assignment in Honolulu, HI. The Hawaiian and Pacific Islands NWRC has extensive files related to the history, management, and research of the remote islands we manage going back decades. Our goal is to reduce the volume of material, scan the important material into an electronic database, and organize the remaining materials.

The selected volunteer will take a lead role in managing the project, as well as the hands-on work of determining the proper disposition of Refuge management documents, reports, historical records, and administrative hard copy documents according to the USFWS document retention guidelines. In addition, the volunteer will prepare documents for scanning and potentially perform scanning as well and assist with organizing a reference library for the office.

STATION: USFWS, Hawaiian and Pacific Islands NWRC
POSITION TITLE: Records Management Facilitator
LOCATION: Honolulu, Hawaii
DURATION: 6 months, with possibility of extension, starting early September 2013
APPLICATION DEADLINE: 7/26/13
POINT OF CONTACT: For questions or to apply, send an email with your resume to Emily Venemon, emily_venemon@fws.gov, (808) 792-9525.

RESPONSIBILITIES:

- Learn structure of USFWS Hawaii and Pacific Islands NWRC and Department of the Interior Records Disposition Schedule, and complete USFWS training in Records Management and Federal Information Systems Security Awareness (FISSA)
- Sort hard copy files per retention guidelines and organize them as determined through conversations with staff supervisor. Determine which files are appropriate to dispose of, which files to send to the National Archives and Records Administration (NARA), and which files to keep for staff reference.
- Check with other staff as needed to determine appropriate disposition of documents that are not included in the Disposition Schedule
- Sort, label, and prepare hardcopy file batches for scanning
- Create inventories or finding aids for record series as needed
- Scan, by batch, hardcopy files for upload into electronic database
- Provide ongoing feedback on process and protocols to staff supervisor and make recommendations to enhance the process and clarify protocols
- Assist with organization of a reference library for office staff

QUALIFICATIONS:

- Excellent organizational and time management skills
- Experience or interest in archives or records management, library management, or related field

- Ability to work in a team environment using good interpersonal skills and to work independently making decisions within an established framework
- Excellent written and verbal communication skills
- Ability to apply processes and protocols in a major records management project
- Proficiency in Microsoft Office, especially Word and Excel
- Familiarity with Sharepoint and Kofax a plus

DESCRIPTION OF OFFICE:

The mission of the USFWS 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 Hawaiian and Pacific Islands NWRC, located in Honolulu, HI, provides administrative guidance and oversight for one-third of the acreage of the Refuge System in its 22 National Wildlife Refuges and 4 Marine National Monuments. Some of these refuges were set aside primarily to benefit endangered waterbirds, while others provide habitat for rare and unique forest bird species and migratory seabirds, as well as threatened and endangered plants, and still others protect marine habitats including coral reefs, deep-sea habitats, chemosynthetic communities, the world's only protected submerged trench.



The Records Management Facilitator will make a difference for some of the world's most remarkable natural resources, as well as gain awareness of wildlife refuge management, island and marine ecosystems, and many endangered and unique plant and animal species. The Records Management Facilitator will receive references for jobs, internships, scholarships, etc. upon satisfactory completion of service term; discover career options and/or personal, academic, or vocational interests; and develop a professional network.

The USFWS will provide volunteers with round-trip airfare to and from Honolulu, a \$30/workday living stipend, and housing will be provided free of charge at an Agency communal guest house (up to 7 residents).