



PACIFIC INTERNATIONAL CENTER FOR HIGH TECHNOLOGY RESEARCH  
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## COURSE DELIVERY OUTREACH SUPPORT

**Deadline for Receipt:** Open until position is filled

The Pacific International Center for High Technology Research (PICHTR) is seeking a Course Delivery Outreach Support employee at the National Disaster Preparedness Training Center (NDPTC).

This is a regular, full-time position. Continuation of employment is dependent upon program/operational needs, satisfactory work performance, availability of funds, and compliance with applicable Federal/State laws.

Specifically, this position will assist the NDPTC Course Delivery Section with the coordination of course deliveries and related logistical functions, and with the day-to-day operations of the program. Primary duties include, but are not limited to:

- Assistance with Course Delivery Coordination
  - Perform outreach via telephone, email, and social media for scheduled training events
  - Update course delivery flyers for training events
  - Provide administrative support including but not limited to data entry and use of Microsoft Office suite
- Communicating with training participants, hosting agencies, and partners
- General clerical duties in support of the day-to-day operation of the program including filing, data entry, copy editing, correspondence, etc.
- Represent NDPTC through outreach activities, personal contact with partners and evaluating customer service

**Education:** High School Diploma or equivalent required.

**Experience:** Minimum one (1) year of job experience as general administrative support in an office environment. Experience should include:

- Computer experience including familiarity with Microsoft Office suite
- Daily telephone and email communication

**Abilities and Skills:**

Applicant must be:

- Detail oriented
- Possess outstanding organizational and communication skills
- Able to work in a fast-paced environment
- Demonstrate proficiency with word processing, spreadsheet and database software
- Able to create and maintain electronic spreadsheets
- Able to work with minimal supervision

Security Clearance: Applicant must be a U.S. Citizen and be able to obtain U.S. government security clearance.

Interested parties should send a cover letter and resume to the following address or by e-mail to [rex.johnson@pichtr.org](mailto:rex.johnson@pichtr.org):

PICHTR HUMAN RESOURCES

Attn: Rex Johnson

1440 Kapiolani Boulevard, Suite 1225

Honolulu, Hawaii 96814

This posting shall remain open until position is filled.

*PICHTR is an EEO/AA employer.*