

Honorable Pula'ali'i Nikolao Pula
Governor

Honorable Pulumata'ala Ae Ae Jr.
Lieutenant Governor



Titiaoalii Dr. Asenati Ietitaia Sa'au-Umi
DHR Director

Max Tuitele
Deputy Director

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Deputy Director

AMERICAN SAMOA GOVERNMENT
DEPARTMENT OF HUMAN RESOURCES
PAGO PAGO, AMERICAN SAMOA 96799

JOB ANNOUNCEMENT

Job Title: Public Awareness & Outreach Branch Manager		Posting Date: April 09, 2026	Serial No.: 054-26
Department/Division: American Samoa – Environmental Protection Agency		Closing Date: April 30, 2026	Announcement No.: 054-26
Type of Position: Permanent Appointment	Posting Type: Employment Opportunity/ Open to the Public	Pay Grade and Salary Range: GS-14/\$19,567 - \$55,057p.a.	

General Description:

The Public Awareness & Outreach Branch Manager manages the Environmental Awareness & Outreach Branch. This position will lead the development, enhancement, and execution of communication strategies, campaigns, and programs that raise public awareness and change public behavior towards the management of human health and environmental risks. The incumbent is responsible for ensuring that all parts of society (villages/communities, individuals, business, and government) have access to accurate information sufficient to effectively participate in managing human health and environmental risks. The incumbent exercises significant independent judgement and initiative in this position and assumes substantial responsibility for guiding complex, high profile programs and campaigns.

Key Duties and Responsibilities:

- The Branch Manager reports to the Environmental Public Awareness Division Head and is tasked with developing, executing, and leading AS-EPA's environmental awareness and education strategy and operations.
- The Outreach Coordinator reports to the Branch Manager.
- The manager develops, approves, and leads staff members outreach work plan.
- Manage, develop, execute, and analyze all marketing and communication strategies launched by AS-EPA.

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Department of Human Resources, A.P. Lutali Executive Office Building, Pago Pago, Am Samoa 96799
Ph: (684) 633-4485/ Email: info@hr.as.gov

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- Develop and execute curricula and education programs for the Public Awareness & Outreach Branch and administer the operations of an education center for AS-EPA and the public for environmental issues.
- Using extensive technical knowledge and experience, completes background research (best available scientific information) and develops education materials suitable for use to increase public awareness of all aspects of environmental protection.
- Develop, coordinate, and lead programs for in-house tours, trainings, workshops, conferences, hosted by the AS-EPA.
- Manages the design coordination, and conduct of community outreach (correspondence, meetings, presentations) for all AS-EPA branches and programs.
- Manages the design coordination, and conduct of school outreach (correspondence, meetings, presentations, field trips) for all AS-EPA branches and programs.
- Manages the design, coordination, and conduct of media outreach (newspaper activities, television, programs, radio, and TV public service announcements and advertisements) for all AS-EPA branches and programs.
- Manager the overall program, including the design, coordination, and conducting of outreach (correspondence, meetings, presentations) for the Keep American Samoa Beautiful initiative.
- Participates and coordinates AS-EPA's roles in Inter-Agency environmental events, including Earth Day, Science Fair, Reef Week, Wetlands Month, Enviro-Discoveries/ Le Tausagi Summer Camp, International Coastal Clean Up Week, Coast Week, Disaster Awareness Week, Arbor Week, and other relevant environmental initiatives.
- Compile reports on projects and program outcomes utilizing metrics that demonstrate the reach of awareness activities and campaigns.
- Prepare and develop plans, evaluations, and required Agency reports to ASG and USEPA.
- Schedules, attends, and facilitates meetings and conferences with inter-agency officials, government representatives, private business operators, and members of the public.
- Manages, schedules, trains, and supervises staff assigned to the program branch.
- Upon request by the Director, represents AS-EPA at public hearings, public meetings, conferences, and workshops.
- Assist other managers with cross-divisional projects, assignments, and transactions as needed.

Knowledge, Skills, and Ability:

- Expert in computer skills.
- Experience in journalism and education-related software programs.
- Excellent verbal and written communication skills in both English and Samoan.

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Academic and Experience Requirements:

- Applicant must have a master's degree from an accredited university or college plus three (3) years of work experience.
- OR a bachelor's degree from an accredited university or college plus five (5) years of work experience and three (3) years of supervisory.
- Years of progressively responsible working experience may be substituted for a portion of the academic requirement.
- Salary will be adjusted according to experience.

Complete information concerning this vacancy may be obtained from the Personnel Division of the Department of Human Resources, or please contact the Recruitment unit at 633-4485/633-4000.

Fa'afetai tele,



Titiaoalii Dr. Asenati Ietitaia Sa'au-Umi
Director, Department of Human Resources

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