



Job Title:	Hāpai Pū Specialist II, Education	Job Category:	Non-exempt
Department/Group:	Environmental and Agricultural Resources 'Ōpū Nui	Travel Required:	Yes
Location:	Kāko'o 'Ōiwi	Position Type:	Full-time
Level/Salary Range:	Varies – inquire at interview	Date Posted:	
HR Contact:	Gina Carroll	Posting Expires:	
Will Train Applicant(s):	Will Train Applicant(s)		
Internal Posting URL:	www.kakooiwi.org\jobs		
Applications Accepted By:			
EMAIL: Hiring@kakooiwi.org Subject Line: Hāpai Pū Specialist II		MAIL: Kāko'o 'Ōiwi PO Box 5307 Kaneohe, HI 96744	
Job Description			
<p>Kāko'o 'Ōiwi is looking for a hard-working, Hāpai Pū Specialist II to work with our Hāpai Pū Program to develop individuals in the area of 'ahupua'a management techniques unique to our area and will continue to receive training in the areas of but not limited to:</p> <ul style="list-style-type: none"> • Kalo farming & value-added food production • 'Āina, Kai, and Loko i'a restoration and conservation through ecosystem management • Heavy equipment operation • Volunteer management • Environmental education and awareness • Data collection & management 			
ROLE AND RESPONSIBILITIES			
Education Coordinator			
<ul style="list-style-type: none"> • Coordinate schedules, trainings and speakers for the Hāpai Pū program • Coordinate volunteer days, provide educational activities to visitors and (or) students who participate in Kāko'o 'Ōiwi's environmental programs • Assist the executive team in the area of grant writing, data collection, and program development 			
Ahupua'a Management			
<ul style="list-style-type: none"> • Participate in general farm activities such as crop planting, irrigation, and grading 			



- Participate in Thursday and Friday food production
- Assist in the maintenance of all equipment and tools
- Practice work safety at all times
- Other related duties may be assigned
- Able to lift 25 pounds unassisted

- I acknowledge that I am able to perform the position with/without accommodations:

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Bachelor’s degree in Education or related field
- Experience in community development specific to Ko’olauloa/Ko’olaupoko
- Ability to successfully supervise others
- Able to use Microsoft Office 365 proficiently
- Ability to communicate effectively (verbally, access to cellular phone, email)
- Willingness to work occasional weekends
- Positive work attitude, growth mindset, and coachable
- Registered personal vehicle and current driver’s license

PREFERRED SKILLS

- Grant writing and (or) management
- Ability to work in outdoor environment for 4 or more hours per day
- Experience using outdoor hand tools (pick, lopper, shovel, etc.)
- Ability to comprehend and communicate well orally and in writing.
- Ability to understand and follow oral and written instruction.
- Accuracy and attention to detail
- Self motivated and ability to work independently and ask questions
- Integrity and a willingness to learn
- Ability to swim
- Positive work attitude to support all areas of a small organization

ADDITIONAL NOTES

Reviewed By:	Gina Caroll Jonathan Kanekoa Kukea Shultz	Date:	04/12/2023 04/12/2023
Approved By:		Date:	
Last Updated By:	Michelle Nakayama	Date:	04/12/2023