



Job Title: Technical Communications Coordinator
Location: Hawai'i Island (Kea'au and Kailua-Kona Offices)

About Forest Solutions:

Forest Solutions Inc. (FSI) has been Hawai'i's leading forestry and land management company for over 25 years, specializing in large-scale tree planting, invasive species control, wildfire prevention, native forest restoration, timber plantation management, forest inventory, agroforestry, permitting, and community engagement. We help Hawaii Grow!

As a team-oriented small business, FSI brings together project managers, foresters, natural resource specialists, technicians, and field crews to address Hawai'i's unique land management challenges. Our work is rooted in scientific best practices, field expertise, and a deep connection to Hawai'i's biocultural heritage. FSI has played a key role in shaping large-scale forest management, including supporting active management of over 500,000 acres per year and planting over 1,000,000 native plants across more than 5,000 acres, including the largest native forest restoration project in the state.

This is an opportunity to be part of a diverse and impactful team working on meaningful conservation efforts in Hawai'i's stunning and rugged landscapes.

About the Job:

We are seeking a motivated and detail-oriented Part-Time Technical Communications Coordinator to support the development, coordination, and delivery of technical reports, proposals, and communications across a wide range of natural resource management projects on Hawai'i Island. This position, operating at a standard 19 hours per week, may be filled at an entry to mid-level capacity, depending on candidate's experience. Reporting to leadership, this role plays a key part in bridging field operations, administrative workflows, and client-facing deliverables.

This is a primarily office-based, role focused on writing, editing, formatting, and coordinating technical reports and proposals, ensuring all deliverables meet client expectations and deadlines. Responsibilities include working closely with foresters and project staff to translate technical field data into clear, accurate, and professional documents, tracking internal and external deadlines, and maintaining consistency across reporting. Additional duties include supporting website updates, social media content, and marketing materials, as well as coordinating with administrative staff to ensure accurate project data and financial information are reflected in reports.

While the role is not field-intensive, there may be occasional opportunities to visit project sites across Hawai'i Island to collect photos, contextual information, and supplemental data to enhance reporting quality. Field access may be limited and dependent on project needs and staff availability. This part-time role requires flexibility, strong communication skills, and the ability to support evolving project needs in a fast-paced, mission-driven environment.

The ideal candidate is a strong writer and editor who is comfortable working at the intersection of technical information and clear communication. They are highly organized, proactive, and able to manage multiple deadlines while supporting team accountability. This role requires the ability to work independently in a developing position, with the initiative to create systems, templates, and workflows that improve efficiency and consistency across the organization.

A background or familiarity with forestry, environmental science, or natural resource management is beneficial but not required. Knowledge of **'Ōlelo Hawai'i** is highly valued to ensure accuracy in language usage across reports and materials. Strong attention to detail, adaptability, and problem-solving skills are essential.

Candidate Selection Criteria:

The successful candidate will have an Associate's and/or Bachelor's degree in English, Communications, Technical Writing, Environmental Science, Forestry, or a related field, plus a minimum of 2 years of relevant professional experience in technical writing, reporting, communications, or project-based work; or a combination of 4–6 years of equivalent professional experience with some formal training.

Principal Responsibilities:

- Coordinate, draft, edit, and finalize technical reports in alignment with client requirements, ensuring timely delivery and adherence to quality and formatting standards
- Provide editing support to foresters and technical staff, ensuring consistency, clarity, and professionalism across all written materials
- Assist with the development of larger reports, summaries, and other deliverables
- Track report deadlines and help enforce internal timelines to ensure accountability
- Collaborate with administrative staff to develop familiarity with contracts, project budget data, invoicing structures, and reporting requirements to ensure accuracy and relevance
- Support proposal development with writing, formatting, and content organization
- Communicate with clients to understand formatting preferences and expectations, ensuring they are accurately reflected in final deliverables
- Occasionally visit project sites and coordinate with field staff to collect photos, data, and contextual information to enhance reporting quality
- Support administrative team with website updates, social media content, marketing materials, and general administrative tasks related to communications and documentation
- Develop and maintain templates, standardized formats, and centralized resource libraries, while identifying inefficiencies and implementing improved systems and workflows
- Operate with a degree of decision-making authority, including final edits and approvals on reports
- Assist with additional projects and responsibilities as needed, including those outside the primary scope of the role

Essential Qualifications

- Exceptional writing, editing, and proofreading skills with strong attention to detail
- Demonstrated ability to translate complex or technical information into clear, concise, and professional documents
- Strong organizational, time management, and project coordination skills, with the ability to manage multiple deadlines and ensure accountability across teams
- Ability to work independently, take initiative, and operate effectively in a developing role with minimal supervision
- Proficiency in Microsoft Office and/or Google Workspace (Word, Excel, Docs, Sheets), including strong document formatting skills
- Strong interpersonal and communication skills, with the ability to collaborate with technical staff and communicate professionally with clients
- Ability to review, finalize, and approve documents with a high level of accuracy and accountability
- Ability to learn and understand contracts, project scopes, and invoicing structures to support reporting accuracy
- Adaptability and problem-solving skills, with the ability to develop systems and improve processes in a dynamic environment
- Ability to occasionally work in outdoor environments, including walking on uneven terrain
- Ability to lift up to 50 lbs. with or without reasonable accommodation

Desirable Qualifications

- Experience in proposal writing, report development, technical writing, and project-based workflows
- Familiarity with native Hawaiian plants and ecosystems
- Knowledge of 'Ōlelo Hawai'i, including proper spelling and use of 'okina and kahakō, with the ability to ensure accuracy beyond standard spell-check tools
- Experience with file sharing systems and best practices for organizing and managing digital documents (e.g., cloud-based platforms)

Compensation & Benefits:

Competitive compensation starts at \$24.00 per hour; 401K retirement plan; and PTO policy plus holiday pay.

How to Apply:

If interested, please submit:

- **Cover letter highlighting abilities relevant to this position**
- **Résumé or CV**
- **List of at least 3 references we can contact**

Electronically to: opportunities@forestsolutionsinc.com

Equal Opportunity & Accessibility Statement:

Forest Solutions Inc. is an equal opportunity employer. We do not discriminate on the basis of disability, race, gender, religion, or any other protected status. We are committed to providing reasonable accommodations to qualified individuals with disabilities. If you require accommodations during the application process or in performing this role, please contact us to discuss your needs.