



**KĪPUKA KULEANA**

## **JOB DESCRIPTION:**

### **‘Ohana Outreach & Education Coordinator**

#### **OVERVIEW:**

Kīpuka Kuleana is a Kaua‘i-based 501(c)(3) nonprofit organization and land trust that perpetuates kuleana through the protection of cultural landscapes and family lands ([www.kipukakuleana.org](http://www.kipukakuleana.org)). Our small but growing team is excited to hire a full-time Coordinator to enhance and grow two of our programs: Kāko‘o ‘Ohana (‘Ohana Outreach & Support) and A‘o (‘Āina Education). As an organization focused on the well-being of families, we are committed to fostering a work environment that values both family and work-life balance. Our team supports flexible scheduling and offers generous benefits to ensure that employees can thrive both personally and professionally.

**Position:** ‘Ohana Outreach and Education Coordinator

**Job Type:** Full-time, exempt

**Salary:** \$65K-\$78K depending on qualifications and experience

**Benefits:** Flexible work schedule, holiday pay, PTO, medical, dental, and vision; Opportunities for professional growth and development.

**Location:** Hybrid - Remote and In-Person, Lihue, Kaua‘i

**Reports to:** Executive Director

**Anticipated Start Date:** November 15, 2024

**Application Instructions:** If interested, please submit a cover letter, resume, and three references to [tina@kipukakuleana.org](mailto:tina@kipukakuleana.org) by **Monday, October 21, 2024**.

**Full job description:** [www.kipukakuleana.org/ourteam](http://www.kipukakuleana.org/ourteam)

#### **POSITION RESPONSIBILITIES:**

##### **Kāko‘o ‘Ohana (‘Ohana Outreach & Support):**

- Respond to ‘ohana inquiries via website, email, and phone, conduct an intake to assess their needs, and schedule one-on-one talk story sessions with ‘ohana;
- Coordinate and assist with one-on-one ‘ohana “talk story” sessions (in-person or virtual), and work with Kīpuka Kuleana staff to connect ‘ohana to appropriate

resources for land protection (e.g., legal referrals, ho‘oponopono, conservation tools, tax relief options, etc.)

- Take notes during ‘ohana meetings, create summary documents, and track ‘ohana updates;
- With support from executive director, serve as lead point of contact and facilitate quarterly gatherings for a network of ‘ohana working to keep ancestral lands;
- Collaborate with Kīpuka Kuleana staff to plan and facilitate our annual ‘Ohana ‘Āina educational workshop;
- Assist with development of ‘ohana intake forms as well as print and digital resources for ‘ohana;
- Handle communications with ‘ohana in a culturally sensitive manner and honor confidentiality of communications with ‘ohana;
- Gather stories and feedback from ‘ohana to inform Kīpuka Kuleana’s programs and policy initiatives;
- Field inquiries from ‘ohana and the larger community about Kīpuka Kuleana’s work and services.

#### A‘o (‘Āina Education)

- Develop, coordinate and lead field trips, in-class visits, and overnight camping trips to create educational experiences that connect students to ‘āina across Kaua‘i;
- Maintain communications with school teachers and administrators;
- Assist with developing and delivering education materials and curriculum;
- Assist with ‘āina education training for teachers and school staff;
- Distribute, collect, and keep records of liability and photo waivers.

#### General

- Coordinate and assist with all Kīpuka Kuleana’s outreach events, including planning, delivery of supplies, and other logistics;
- Provide photos, video, written content, and participant testimonials from program and outreach events for newsletters, social media, grants, donor communications, etc.;
- Participate in Kīpuka Kuleana team meetings;
- Represent Kīpuka Kuleana at community outreach and fundraising events;
- Communicate efficiently and regularly with Kīpuka Kuleana team members about progress, program needs, and next steps;
- Maintain accurate, up-to-date program contact lists and organize timely, targeted program communications;
- Maintain accurate, up-to-date systems for planning program operations and tracking program impact;
- Track and report on program inputs, outputs, and outcomes in a timely and accurate manner;
- Assist with developing and implementing evaluation tools, such as surveys and story gathering;
- Track inventory of program supplies;
- Other responsibilities as needed.

## **MINIMUM QUALIFICATIONS**

- Inspired and motivated by Kīpuka Kuleana’s mission and a desire to protect cultural landscapes and family lands;
- A Bachelor’s degree in Education, Communications, Hawaiian Studies, Social Work, Natural Resources Management, or another relevant field;
- Beginner level proficiency with ‘ōlelo Hawai‘i or willingness to learn;
- Excellent written and oral communication skills;
- Ability to listen deeply and communicate effectively with community members from diverse backgrounds and life experiences;
- Respectful of privacy and confidentiality, especially for sensitive matters concerning ‘ohana lands;
- Proactive and able to work independently, while also working efficiently with a small team in a collaborative work environment;
- Able to lift up to 40+ pounds and work outdoors for extended periods of time;
- Familiarity with local community and culture;
- Independent, self-managing, motivated;
- Experience with facilitating meetings;
- Highly organized and detail-oriented;
- Proficient on a computer, familiar with G-Suite (Google docs, spreadsheets, slides, drive, forms, etc.);
- Comfortable using Zoom or Google Meet for remote meetings with ‘ohana and the Kīpuka Kuleana team.

## **DESIRED QUALIFICATIONS**

- Experience working with multicultural, intergenerational, local families;
- Demonstrated knowledge of and experience with ‘āina-based education;
- Experience working with, organizing, and leading volunteers;
- Experience developing and formatting educational curricula, lesson plans, and materials;
- Demonstrated experience working with communities in Hawai‘i and/or on the island of Kaua‘i;
- Experience working with children and teachers;
- Knowledge of DOE standards;
- Proficiency in Adobe Creative Suite and Canva.

Coordinator must have reliable access to a personal vehicle for visits to schools, field trips, outreach events, etc. (mileage reimbursement provided). Coordinator must also be able to work on occasional evenings and Saturdays. Employment will be contingent upon a comprehensive criminal background check.