



Paepae o He'eia

He'eia Fishpond, He'eia O'ahu

P.O. Box 6355, Kāne'ohe, HI 96744 • ph: (808) 236-6178 • admin@paepaeoheeia.org

Job Title: Education Assistant
Reports To: Education Coordinator
Status: Part-time
Work Hours: 30 hours/week
Pay Scale: \$13/hour
Benefits: Medical, dental, and 401k offered. Paid time-off and holiday.

Job Summary: A professional position under the supervision of the Education Coordinator, the Education Assistant is primarily responsible for providing general assistance to the Ka 'Ai Kamaha'o (eco-cultural education) Program.

Duties and Responsibilities:

- Assist the Paepae Pohaku Project Manager in the implementation of one-time field trip visit program for groups of various ages and sizes including set-up/clean-up, group management, and education delivery.
- General assistance to the Ka 'Ai Kamaha'o Program which includes support of existing education curricula, unit/lesson plans, and other education program materials. Works closely with the Education Coordinator to ensure alignment of all education curricula and materials with educational goals and organization mission to provide place-based, culturally relevant, and age-appropriate educational experiences.
- Attend monthly staff meetings and provide necessary reports/data.
- Participate in staff development and retreats.

Education and Experience:

Preferred Qualifications	Substitution Qualifications
Working towards a Bachelor's Degree in either education, Hawaiian language, or a science related field.	Two years teaching experience or comparable work and/or life experiences.

Closing Date: July 29, 2016

Send a cover letter along with your resume and/or inquiries to Hi'ilei Kawelo at admin@paepaeoheeia.org.

Paepae o He'eia is a 501(c)(3) non-profit organization whose mission is to implement the values and concepts from the model of a traditional fishpond to provide physical, intellectual, and spiritual sustenance for our community. Paepae o He'eia was founded to preserve and care for the 88-acre, traditional Hawaiian fishpond, He'eia Fishpond and through education strives to perpetuate fishpond practices and sustainable living.

PAEPAE O HE'EIA IS AN EQUAL OPPORTUNITY EMPLOYER