



## 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](mailto:admin@paepaeoheeia.org)***

Job Title: Invasive Seaweed Removal Coordinator  
Status: Full time  
Work Hours: 40 hours per week  
Time Period: June 1, 2019 – October 2019  
Pay Scale: \$17/hour

**Job Summary:** The Invasive Seaweed Removal Project is a 5-month project to improve the aquatic environment of He'eia Fishpond through the removal of several species of invasive seaweed. The Removal Coordinator directs all aspects of the pond and land operations including scheduling and managing a field crew during the removal operations. The Removal Coordinator will report directly to the Assistant Executive Director.

### **Duties and Responsibilities:**

- Coordinate removal operations in the pond, transport and disposal on land.
- Manage scheduling of technicians and must have a working familiarity with the effect of tides on the field operations.
- Record and maintain all seaweed removal data and prepare progress reports.
- Perform maintenance and coordinate repair of vessels, tools, and equipment as required for seaweed removal.
- Regularly participate in POH staff meetings with updates and reports.
- Ability to manage time and diverse activities while delivering results.
- Working knowledge of common software applications (ex. Word, Excel, web browsers).
- Lead field trips and tours and communicate effectively with POH staff, community members, visitors, and all other partners.
- Give presentations about the project to groups and/or the public when necessary.

### **Preferred Qualifications:**

- High school diploma and two to four years of related work experience including managing people
- Experience recognizing native and invasive aquatic animal and plant species of Hawai'i.
- Experience operating small boats, vehicles, and/or equipment such as small engines, hand tools, etc. in a safe and efficient manner.
- Ability to perform physical work sometimes under adverse weather conditions.
- Ability to work well with others and colleagues.

### **Closing Date: May 31, 2019**

Send a cover letter along with your resume and/or inquiries to Hi'ilei Kawelo at [admin@paepaeoheeia.org](mailto: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**