



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: Ka 'Ai Kamaha'o (Education) Assistant
Reports To: Ka 'Ai Kamaha'o Coordinator
Status: Full-time/non-exempt
Work Hours: 40 hours/week
Pay Scale: Experience dependent
Benefits: Medical, dental, and 401k offered. Paid time-off and holiday.

Job Summary: A professional position under the supervision of the Education Coordinator, the Ka 'Ai Kamaha'o Assistant provides general assistance to the Ka 'Ai Kamaha'o Program, Paepae o He'eia's eco-cultural education program.

Duties and Responsibilities:

- Assist in the implementation of education program for groups of various ages and sizes including content delivery, group management, and set-up/clean-up.
- General assistance to the Ka 'Ai Kamaha'o Program which includes scheduling, support of existing education curricula, unit/lesson plans, and other education program materials.
- Work 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.
- Assist Education Coordinator and Fiscal Manager in all program-related billing and payments.
- Attend bi-monthly staff meetings and provide necessary reports, data and program updates.
- Participate in staff development, retreats and workdays.

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 30, 2021

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