



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 Program) Coordinator
Reports To: Executive Director
Status: Full-time, non-exempt
Work Days: Monday-Friday 8am-4pm, occasional Saturdays
Work Hours: 40 hours/week
Pay Scale: Dependent on Experience
Benefits: Medical, dental, 401k, paid time off, and holiday pay.

Job Summary: A professional position under the supervision of the Executive Director, the Ka 'Ai Kamaha'o Coordinator is responsible for the administration and implementation of the Ka 'Ai Kamaha'o Program - Paepae o He'eia's eco-cultural education program.

Duties and Responsibilities:

- Oversee and/or implement all current Ka 'Ai Kamaha'o programs: one-time field trip visits, recurring visits (Charter/DOE schools, after school and intersession programs, UH course), the Huliamahe Education Alliance, teacher professional development (PDs), corporate experiences, internships, walking tours, and community outreach.
- Administer current Ka 'Ai Kamaha'o grants and pursue additional program funding.
- Create innovative place-based and culturally grounded educational programming to expand POH's educational services.
- Oversee the duties and responsibilities of Paepae o He'eia's education staff.
- Collaborate with community, university, and He'eia NERR (National Estuarine Research Reserve) partners and researchers.
- Ensure alignment of the Ka 'Ai Kamaha'o programs with POH's Educational and Organizational Strategic Plans.
- Coordinate with Fiscal Manager regarding all program-related billing and payments.
- Able to teach in an outdoor setting.
- Attend bi-monthly staff meetings with necessary reports/data and programmatic updates.
- Participate in staff development, retreats and workdays.

Education and Experience:

Preferred Qualifications	Substitution Qualifications
Masters degree in Education, Hawaiian Studies, Hawaiian Language or a science-related field with at least 2 years teaching experience.	Bachelors degree in Education, Hawaiian Language or a science-related field with 4 years teaching experience.

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