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 Huliamahi 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:

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