



Job Description

Current Job Title: 'Āina-based Education Specialist	Reports to: Natural Assets & Operations Director
FLSA Status: Exempt	Aligned Executive: President & CEO
Kipuka: Kona	Department: 'Āina

Job Purpose

The 'Āina-based Education Specialist develops and delivers service project activities and thoughtful interconnected lessons for beneficiaries, youth groups, school groups, and adult volunteers throughout Keahuolū ahupua'a to enhance cultural, ecological, and social health and well-being. This position works closely with the Lili'uokalani Trust's (LT) programs team to develop unique 'āina-based programs for LT's beneficiaries. The 'Āina-Based Education Specialist provides engaging experiences through a cultural lens centered around Hawaiian perspectives, values, and mālama 'āina.

Essential Responsibilities

- Researches, develops, plans, implements, and evaluates age-appropriate programs for a broad range of communities and groups, that enhance cultural, ecological, and social health and well-being.
- Identifies relevant subject matters and, in conjunction with the Programs team, develops curriculums, tools, and resources that support learning processes, creating engaging experiences centered on Hawaiian cultural values and in alignment with LT's conservation plan.
- Engages in community outreach to build and maintain relationships with a diverse array of organizations and local scientific and cultural instructors to further LT's goals and build community capacity.
Coordinates and facilitates various 'āina-based programs and activities with the Natural Resources and Program teams.
- Researches, investigates, and implements natural resource monitoring data in the facilitation and delivery of intentional 'āina-based lessons.
- Responsible for record-keeping and presenting standard and ad hoc reports to Management on group numbers, activities and outcomes, including budgeting: resource development, resources invested, project impact, etc.
- Maintains a supportive and welcoming environment for beneficiaries, youth groups, school groups, and adult volunteers, providing information and guidance as needed.
- Recruits participants from diverse communities and groups.
- Assists Natural Resources team with restoration efforts across Keahuolū ahupua'a.

Other duties:

Assists in water quality and biological monitoring efforts as well as the preservation efforts of cultural sites at Keahuolū. Coordinates and leads projects to further understand the cultural and ecological importance of LT lands. Assists in event set-up/break-down, program support, and other program

needs. Contributes to LT's success by accepting new assignments, helping team members, learning new skills, and strives to improve team and organization results.

Understands, complies and supports LT's policies, procedures, and mission.

Qualifications

- Bachelor's degree in education, human/social services, Hawaiian Studies, or other relevant field. Master's degree, preferred. An equivalent combination of education and experience will be considered.
- At least 2 year's experience in research, planning and implementation of educational programs. Knowledge of Hawaiian culture and values is necessary.
- Proficiency with various computer programs, such as Excel, Word, Outlook and Powerpoint, needed. Must be proficient with MAC OS.
- Experience in operating office equipment including computers, printers/copy machines, telephones, conference video/speakers, projectors, and other office equipment, helpful.
- Must possess Strong, organizational, verbal, and written skills.

Job Competencies

Able to work independently and in group settings. Must take initiative and provide service with aloha. Ability to communicate effectively with team mates and the public, both verbally and in writing. Accountable and responsible, detail oriented and organized.

Organization Competencies

- **Alignment with Queen's legacy:** Understanding and appreciation of Queen Lili'uokalani's story, her legacy and the Hawaiian Culture is foundational to staff's commitment to working with our Hawaiian children, families, and communities. Demonstrates respect for and appreciation of Hawaiian values history, and culture, understanding its implication in one's work, in fostering meaningful relationships, and in embracing the community served.
- **Ho`omau i ka `imi Na`auao (Continuous Learning and Improvement):** Committed to creating and reinforcing an environment of continuous learning and improvement.
- **Ho`ike i na Mana`o Pono (Effective Communication):** Communicates with those we serve and each other in a consistent manner that results in mutual understanding, harmony, and action.
- **No'ono'o loi (Critical Thinking and Problem Solving):** Actively and skillfully understands, conceptualizes, applies, analyzes, synthesizes, and/or evaluates information and develops and supports fact-based analyses and recommendations
- **Ho'o kumu a'e or `Imi hakuha (Innovation):** Identifies and integrates creative ideas into new or existing services and promotes effective problem-solving.
- **Pilina Ho`ohana a me ka Hana Hilina`i (Building Relationships and Creating Trust):** Manages relationships to create optimal opportunities and move the organization forward.
- **Alu Like I ka Hana (Teamwork):** Works cooperatively and collaboratively with others throughout the organization in alignment with the organization's objectives.
- **Ho`onui I ka `Ike (Capacity Building):** Encourages personal growth by exhibiting trust and a belief in the capacity of others.

Mental and Physical Demands

Ability to lift 25lbs pounds. Requires being outdoors in the sun and/or rain for extended periods of time. Ability to swim and work on uneven surfaces. Ability to work weekends when needed.

Terms and Conditions of Employment

As a condition of employment, employee will be subject to LT's policies and procedures.