



## **Job Title: Community Education Coordinator**

**Organization:** Mālama Hulē'ia

**Location:** Līhu'e, Kaua'i

**Reports to:** Director of 'Āina and Community Engagement, with additional oversight and strategic coordination from the Executive Director

**Classification:** Full-time, Non-Exempt

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## **How to Apply**

To apply, please submit a cover letter and resume to [admin@malamahuleia.org](mailto:admin@malamahuleia.org) with the subject line: Education Coordinator Application.

Deadline to apply: Sunday, May 5, 2025 (end of day HST).

Applications will be reviewed as they are received, and interviews may begin prior to the deadline.

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## **Position Overview**

Mālama Hulē'ia is seeking a passionate and culturally rooted Kumu Na Kama Ha'upu (Community Education Coordinator) to help carry forward our mission of restoring and sustaining the Hulē'ia watershed and Alakoko loko i'a. This position plays a key role in delivering transformative 'āina-based educational experiences that connect youth and community to place, culture, and kuleana.

As the Kumu Na Kama Ha'upu at Malama Hule'ia, you will work closely with the Director of 'Āina and Community Engagement to develop and implement educational programs aimed at promoting cultural understanding and environmental stewardship. The Kumu Na Kama Ha'upu will also work closely with the Kū Ka Paia (restoration) and Ka Malu Hale (native planting) teams at Alakoko to deliver educational programs rooted in real-time stewardship efforts. This role bridges restoration, cultural knowledge, and youth education—bringing students and community members into active relationships with the land, water, plants, and each other.

This position is deeply rooted in place and community. We encourage applicants with lived experience in Hawai'i, and particularly those from Kaua'i, to apply.

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## **Key Responsibilities**

### **Program Implementation & Delivery**

- Coordinate and deliver huaka'i and educational site visits, including hands-on learning at three main stations: biocultural tour, native planting, and invasive species management.

- Collaborate with the Kū Ka Paia and Ka Malu Hale team at Alakoko to ensure learning activities reflect and assist the current restoration priorities.
- Prepare and staff educator workshops, curriculum-aligned class series, and summer programs in partnership with DOE and community groups.
- Facilitate culturally grounded experiences rooted in protocol, mele, mo'olelo, and observation-based learning.
- Support safety, flow, and readiness at all huaka'i learning stations.

### **Curriculum & Content Development**

- Assist with development and implementation of educational content for Mālama Hulē'ia's online learning platform.
- Create and adapt lesson plans, presentations, and student activities across topic areas such as loko i'a systems, native ecosystems, kilo, mo'olelo o ka 'āina, and Hawaiian food systems.
- Work with the restoration team to align educational materials with practical hands-on restoration practices, and seasonal work at Alakoko.
- Incorporate oli/piko, kilo observations, and 'āina-focused stories into every learning experience.

### **Partnerships & Outreach**

- Build and maintain strong relationships with educators and school partners across Kaua'i.
- Deepen engagement with Hawaiian-serving partners and schools
- Represent the education team at a variety of events
- Participate in community workdays, public events, and outreach opportunities to build program visibility and relationships.

### **Program Evaluation & Reporting**

- Track program participation, field logs, and science or other project outcomes using Mālama Hulē'ia's evaluation tools.
- Gather feedback from students and educators to support ongoing program improvement.
- Provide timely updates and reports for Mālama Hulē'ia staff, funders, and Board Committees.

### **Administrative & Team Collaboration**

- Coordinate closely with the Kū Ka Paia and Ka Malu Hale crew at Alakoko to align schedules, prep materials, and integrate learning with on-the-ground stewardship work.
- Collaborate with the Director of 'Āina and Community Engagement, cultural advisors, and education/restoration team members from Ka Malu Hale and Kū Ka Paia.
- Support grant writing and fundraising efforts related to educational initiatives.
- Contribute to weekly team planning and seasonal strategy sessions.

- Participate in weekly check-ins with the Director of ‘Āina and Community Engagement and monthly alignment meetings with the Executive Director to ensure clear communication, timely updates, and integration across education, restoration, and outreach work.

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## Qualifications

### Required:

- 3–5 years of experience in education, cultural programming, environmental education, or a related field
- Familiarity with Hawaiian language, place-based learning, and cultural protocols
- Experience working with school-aged youth in classroom or outdoor learning environments
- Strong communication and facilitation skills, especially in cross-cultural settings
- Excellent organizational skills and attention to detail
- Ability to work independently and as part of a collaborative team
- Valid Hawai‘i driver’s license and reliable transportation

### Preferred:

- Bachelor’s degree in Education, Hawaiian Studies, Environmental Science, or related field
- Experience with DOE and charter school partnerships
- Knowledge of loko i‘a systems, watershed health, and native ecosystems
- Comfort with digital learning tools, online curriculum platforms, and media creation

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## Compensation & Benefits

- **Salary Range:** Up to \$60,000 annually, commensurate with experience and qualifications
- **Benefits Package:** Includes health insurance, paid time off, and professional development support
- **Retirement Plan:** Mālama Hulē‘ia is in the process of exploring a retirement plan for staff
- **Work Environment:** Primarily in-person with regular outdoor fieldwork at the Alakoko fishpond and school sites, with flexible administrative days as needed