MAUI NUI BOTANICAL GARDENS
PROGRAM MANAGER JOB DESCRIPTION

Location: 150 Kanaloa Avenue, Kahului
Mailing Address: P.O. Box 6040 Kahului, HI 96733
Telephone: 249-2798 Fax: 249-0325
e-mail: mnbg@maui.net Website: mnbg.org
Contact: Lisa Schattenburg-Raymond, Executive Director

Maui Nui Botanical Gardens Mission Statement
The mission of the Maui Botanical Gardens is to foster an appreciation and understanding of the living Hawaiian islands of today, emphasizing the plants of Maui Nui (Maui, Moloka‘i, Lāna‘i and Kaho‘olawe), and providing a center for environmental education, Hawaiian cultural expression, conservation, biological study, and recreation.

*Applicant must have basic knowledge of native Hawaiian plants and host culture.

OFFICE DUTIES

- **Administrative assistance, including but not limited to:**
  - PC literate in: MS Word, Excel, Access, Publisher, Outlook, Explorer
  - (Adobe InDesign CS and Photoshop will train)
  - Maintaining volunteer records
  - Coordinating volunteer projects with administrator, nursery and maintenance staff
  - Coordinating Service Learning projects with administrator, nursery and maintenance staff
  - Maintaining membership database
  - Preparing bank deposits
  - Mailing membership thank you letters
  - Holiday and other miscellaneous correspondence
  - Public Relations for Earth Day Celebration, Hawaiian plant sales and Arbor Day Tree Give-Away (magazines, newspapers, website listings, radio and television)
  - Attend workshops and classes to gain knowledge of Hawaiian plants and culture
  - Coordinate quarterly MNBG newsletter
  - Grant writing experience preferred
  - Other duties as requested by the Executive Director

MAINTENANCE DUTIES

- **Maintenance assistance, including but not limited to:**
  - Some light gardening duties (raking, trimming, weeding, sweeping, nursery, etc.)
  - Work with volunteers on specific projects
  - Maintain volunteer equipment
  - Plant sale preparation
  - Special event assistance (Ho‘omau, Earth Day, Arbor Day, etc.)
  - Some Saturday hours required