Hi’ipaka LLC

59-864 Kam. Hwy Haleiwa, HI 96712

808-638-7766

Send resume, or apply in person: Attention Human Resources

Marketing and Sales Manager

Works with Executive Director and Business Group Manager to identify market niches and potential customers, and develop long-term marketing/sales plans for Wamea Valley. Works with management and Website/Graphics Specialist to prepare annual marketing and sales plans for services and products offered. Oversees implementation of marketing and sales plans. Must have a MA degree in business or marketing, or equivalent work experience. Must have at least 3 years of marketing and sales experience. Preferred visitor industry experience.

Website/Graphics Specialist

Designs, creates and maintains Company website and other electronic publications. Designs and creates graphics for promotional materials including, but not limited to, advertisements, brochures, and displays. Provides basic IT support for company employees and computer network. Bachelor’s degree in graphics, computer science or related field, or equivalent work experience, with an emphasis in computer aided design and websites. At least 3 years experience in designing websites for e-commerce. At least 3 years experience as a graphic or commercial artist. Experience in developing copy layouts for advertisements, brochures and displays preferred. Experience in providing IT support preferred.

Gardener

Responsible for performing tasks to preserve, enhance, propagate, cultivate and care for plants in the botanical collections of Waimea Valley. High school diploma or GED preferred. Experience in gardening preferred.
Cultural Programs Coordinator

Responsible for developing and coordinating programs to interpret, present and educate the public about Hawaiian history and cultural practices. Supervises the activities of the cultural interpreters and cultural specialists. Must have a college degree in Hawaiian Studies or related field, or equivalent work experience. At least 3 years of work experience related to Hawaiian Cultural programs. Familiarity with major Hawaiian culture issues required.

Field Educator

Conducts educational programs for student groups and the public about the historic sites, artifacts, and botanical resources at Waimea Valley. Must have a college degree in education, Hawaiian studies, environmental sciences or a related field, or equivalent work experience. Experience in conducting educational programs preferred. Familiarity with major Hawaiian cultural issues desirable.

Lead Maintenance

Assists Facility Supervisor in coordinating activities of maintenance staff. Performs maintenance on and minor repairs to buildings, paths, covered areas, bridges and roads. Assists Facilities Supervisor in training of maintenance staff. High school diploma or equivalent required. Must have at least 2 years of experience in a maintenance-related position. Supervisory experience preferred.

Sales

Acts as cashier for admission tickets to Waimea Valley and special events. Acts as stock clerk and cashier for retail store. Responds to visitor and customer inquiries. Assists Sales Supervisor and Assistant Sales supervisor in installing and removing merchandise displays, and stocking and distributing written materials on Waimea Valley to visitors and customers. Keeps Admissions and Retail Shop areas clean. High school diploma or equivalent required. Experience in retail sales or similar position preferred.

Security

Responsible for the protection, safeguarding, and security of the company's facilities and premises. Patrols facilities and grounds at night, and responds to emergency situations. High school diploma or equivalent is desired. Security or law enforcement experience preferred.