INSTITUTE FOR NATIVE PACIFIC EDUCATION AND CULTURE
(INPEACE)

POSITION DESCRIPTION

POSITION TITLE: ‘Aina Education Project Manager

REPORTS TO: COO

PROGRAM: SPARK/Keiki Steps/P-3

SUMMARY:
Provide the overall project management and implementation of the Kupu Ola Project, including all phases of the site planning and development activities, installation and use of materials with volunteers and material suppliers. Secure and build relationships with DOE Wai‘anae and Nanakuli school principals and teachers. Interface with Keiki Steps staff to coordinate and develop workshops and training programs, including the curriculum based on the input from INPEACE’s Hawaiian Language and Culture Specialist.

DUTIES AND RESPONSIBILITIES:

- Develop and maintain a planning schedule for effective, timely coordination and completion of the project
- Monitor all development activities to insure maximum safety for employees, workers, volunteers and the general public
- Interface with all material suppliers, consultants, and volunteers as needed and ensure that invoices are submitted and paid out
- Provide timely feedback to the COO on the progress of the project, and work to resolve operational issues
- Interface with school principals and teachers as well as the Keiki Steps staff to ensure the best possible outdoor classroom outcome
- Ensure the budget is adhered to and reconcile any discrepancies
- Design, plan and implement the planting workshops and cultural activities
- Ensure the maximum participation of the community, schools and INPEACE participants in the project by working with KS and school staff
- Ensure open and effective communication between all parties involved in the project
- Provide monthly reports on the progress on the project and maintain records on workshop participation

MINIMUM EDUCATION AND EXPERIENCE:
- Bachelor’s degree or equivalent and 5 or more years experience in managing facility related projects, especially agriculture, school or education related projects
- Strong training and leadership capabilities and oral and communication skills
• Prior experience required in more than one of the following areas: native plant education, community mobilization, curriculum development, program start-up, parent empowerment/family support, child/family advocacy or staff development.
• Ability to develop and maintain schedules
• Strong oral and communication skills
• Strong knowledge of Hawaiian culture and plants
• Sensitive to the interests and cultural needs of Hawaiian families
• Willingness to work as a productive and collaborative team member
• Demonstrated administrative, organization, and report writing skills
• Demonstrated knowledge and sensitivity to the interests and needs of families from low socio economic and Hawaiian backgrounds

INPEACE Main Office
91-110 Hanua Street #210
Kapolei, Hawaii 96707

Phone: 808.690.8097
Fax: 808.690.8099

Rae DeCoito, Chief Operating Officer
rdecoito@inpeace-hawaii.org