Hi’ipaka LLC, Waimea Valley

**Cultural Programs Specialist  F/T**

Responsible for developing and coordinating programs to interpret, present and educate the public about Hawaiian history and cultural practices by performing and/or demonstrating various practices. Supervises the activities of cultural interpreters. Responds to inquiries from visitors about Hawaiian cultural practices. Familiarity with major Hawaiian culture issues required. Ability to speak and understand Hawaiian language preferred. Must have good oral and written communication skills. 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.

**Field Educator (2) Positions**
Conducts educational programs for student groups and the public about the historic sites, artifacts, and botanical resources in Waimea Valley. Must have a college degree in education, Hawaiian studies, environmental sciences or a related field, or equivalent work experience. Must have good oral and written communication skills. Experience in conducting educational programs preferred. Familiarity with major Hawaiian cultural issues desirable.

**Maintenance**
Performs maintenance and minor repairs to buildings, paths, covered areas, bridges and roads on company premises. Must be knowledgeable & complies with all safety and health procedures when operating equipment and vehicles, and while performing maintenance duties. Maintains vehicles, tools and equipment and ensures they are clean and in good working condition. High school diploma or equivalent required. Must have at least 2 years experience in a maintenance-related position.

**Security F/T-Day; P/T-Night**
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. Must project a professional demeanor in all circumstances including abusive and threatening situations and people. Must be knowledgeable with the principle practices, methods and procedures of law enforcement, crowds, and traffic control. High school diploma or equivalent is desired. Security or law enforcement experience preferred.

**Benefits:**
Excellent benefits including health, dental, drug, & vision, 401K, Cafeteria Plan, Vacations etc.

Please Contact: Human Resource Manager: 638-7766

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**Administrative Assistant (1) F/T**
Provide management administrative support. Must have strong oral and written communication skills, able to coordinate and organize a wide variety of different operations and tasks within time limitations, be organized and attentive to details, and be customer service oriented. An AA degree in business or a
related field, or minimum of two years work experience as an administrative assistant or in a similar position preferred. Must have advanced computer skills and the ability to train others. Excellent benefits including health, dental, drug, & vision, 401K, Cafeteria Plan, Life Ins, Vacations etc.

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