Hi’ipaka LLC, Waimea Valley (Oahu)

Cultural Programs Manager F/T

Works with Executive Director and outside consultants to identify, interpret, preserve, present and educate the public about the historic sites, artifacts, and botanical resources in Waimea Valley, as well as Hawaiian history and cultural practices. Directs and oversees staff and contractors providing cultural and educational programs. Serves as a liaison to schools, cultural groups, community groups, and the public on the Company’s various programs. Requires knowledge of Hawaiian cultural practices, Hawaiian history, and preservation of archeological and natural resources. Ability to speak and understand Hawaiian language preferred. Must have good oral and written communication skills, as well as experience in strategic planning and project management. Must have a college degree (Bachelors or higher) in Hawaiian Studies or a related field (or equivalent work experience), and at least 3 years of work experience developing educational programs focused on Hawaiian cultural and/or natural resources.

Cultural Programs Specialist  F/T (1)

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 F/T (2)

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 Hawaiian cultural issues desirable.

Event Coordinator

Develops annual marketing and sales program for special events in accordance with established guideline. Coordinates and oversees special events to ensure compliance with established guidelines and procedures. Good communication skills (oral and written) and computer skills (word processing and spreadsheets is required. Must be organized, a self-starter and an effective planner. Requires an associate degree in business or a related field (or equivalent work experience), and a minimum 2 years in event planning or a similar position.

More....
Hi’ipaka LLC, Waimea Valley (Oahu)

Recruitment/Training Coordinator

Assists HR Manager in recruiting employees and volunteers. Assists HR Manager in planning, organizing and conducting new employee orientation and training. Plans, organizes, coordinates and supports volunteer programs in Waimea Valley. Must be people-oriented, organized, self-starter, effective planner, have good oral and written skills and feel comfortable with public speaking. Must have a college degree in Social Sciences, Communication or a related field, or equivalent work experience. Experience in recruiting and training and volunteer coordination highly desired. Familiarity with basic computer programs and working knowledge of Hawaiian history and culture preferred.

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

Send resume via mail, fax, or apply in person.
59-864 Kamehameha Highway, Haleiwa, HI 96712
Fax: (808) 638-7776
Attn: Human Resources