Hui o Ko'olaupoko (HOK) is seeking to hire a Community Coordinator to continue community awareness, education, outreach and volunteer projects related to watershed issues in the Ko'olaupoko area of windward Oahu. The Community Coordinator is responsible for working with the community for volunteer projects; coordinating community groups (talk-story sessions); project prioritization and education and outreach.

HOK was founded to continue the responsibilities of Kailua Bay Advisory Council which formed in 1995. HOK is a 501 (c) 3 non-for-profit organization whose mission is: *To protect ocean health by restoring the aina: mauka to makai*. HOK’s geographic region encompasses the 43,000 acres of Ko'olaupoko in windward Oahu.

The objectives of Hui o Ko’olaupoko are to improve watershed health for the protection of ocean resources in the Ko‘olaupoko area in partnership with stakeholders including interested citizens, non-governmental organizations, government, educational institutions and private industry while using and focusing on sound ecological principles, community input and cultural heritage.

Duties for the Community Coordinator include but are not limited to:

1. **Community Education**
   a. Coordinate activities related to HOK’s community outreach efforts, including monthly volunteer activities such as: streamwalks, community workshops, Earth Day/community event, presentations and other community volunteer opportunities;
   b. Prepare and disseminate community education materials and newsletter including general water data and natural resource issues;
   c. Make public presentations at various community meetings/service organizations (Rotary, Civic Clubs, Neighborhood Boards, etc.);
   d. Work with local schools to integrate educational opportunities into other aspects of HOK’s work; and
   e. Regularly updating HOK’s website with volunteer opportunities and data.

2. **Community “talk story” sessions:**
   a. Develop “talk story” sessions with identified stakeholders including interested citizens, non-governmental organizations, government, educational institutions and private industry, etc.;
b. Advertise, promote, attend and facilitate “talk story” sessions with stakeholders for engaged discussion and proactive action regarding natural resource management;
c. Act as liaison with community, agency and others attending sessions;
d. Develop agendas, guest speakers and educational materials for sessions;
e. Disseminate meeting minutes/notes to attendees, interested community members, agencies via e-mail, hard-copy and web posting;
f. Provide support for developing priority projects/task for community groups; and
g. Evaluate attendance, progress and effectiveness of “talk story” sessions.

3. Other:
   a. Reporting and meeting regularly with the Executive Director to review work in progress;
b. Attending regular and special meetings of HOK Board and submit a monthly report of activities completed for the time period;
c. Assist HOK with the planning, development, execution and evaluation of HOK projects and activities related to watershed restoration and “talk story” sessions;
d. Help HOK’s Executive Director prepare grants and grant budget for education, outreach, restoration and/or scientific monitoring.

HOK requires at a minimum the following qualifications for this position:

1. B.S. or B.A. degree (MA or MS preferred) in physical, natural science, geography, environmental studies/science, social science or related field, although relative work experience can be substituted with two years of experience for every one year of college;

2. Dedicated interest and motivation to engage community in natural resource management;

3. Strong understanding of community dynamics/conflict resolution;

4. Strong public speaking skills, ability to deal with dynamic community members and prioritize multiple requests from the community;

5. Experience with recruiting, training and retaining volunteers;

6. Valid Hawaii Drivers License or the ability to obtain one within 30-days and the use of personal vehicle (travel will be reimbursed at the approved federal rate);

7. The ability to work in many different outdoor environments including: adverse weather, hiking along trails, streams, uneven surfaces and paddling an ocean kayak; and

8. Proficiencies in Microsoft office including: Word, Excel, Publisher and PowerPoint.

Desired Skills:

1. Experience with water quality monitoring;

2. Monitoring techniques and protocols;
3. Native/invasive flora;
4. Data gathering and interpretation; and
5. Geographical Information System (GIS).

Desired Knowledge:

1. Knowledge of Hawaiian Cultural Practices;
2. Knowledge of local geographical area; and

The Community Coordinator will report to the Executive Director of HOK. Compensation is $3,500 per month with benefits (vacation, sick, medical and dental). The position is full-time 40 hrs/week for one-year with continued employment dependent on funding. Employment is contingent on a positive three-month probation period. The position requires working some nights and weekends as necessary. A flex-schedule will be allowed to compensate for evening and weekend work. No relocation costs are associated with this position.

Interested applicants should send cover letter (1-page), resume and three (3) references to:

Todd Cullison, Executive Director
Hui o Ko'olaupoko
629-A Kailua Rd Suite #3
Kailua, HI 96734

or e-mail materials (PDF format) to

tcullison@hawaii.rr.com

Materials are due by 5:00 pm on Friday August 8, 2008

Hui o Ko’olaupoko is an equal opportunity employer.

For additional organization information visit www.huihawaii.org