

Ho'oulu 'Aina Program Coordinator

JOB SUMMARY: Oversee the development and implementation of community-based health and environmental programs at a unique 100-acre Nature Park in Kalihi Valley.

PROGRAM COORDINATOR RESPONSIBILITIES & DUTIES:

1. Development, coordination and execution of project work plans in each of the four Nature Park program areas (Native Reforestation, Community Gardening/Food Production, Ancient Cultural Sites/Mo'olelo and Community Access) with revisions, as appropriate, to meet changing needs and requirements.
2. Monitoring and evaluation of Nature Park program activities to ensure that program goals and objectives are being met.
3. Effective management and supervision of KKV Nature Park staff, caretakers and contracted employees.
4. On-time completion and submittal of all project reports for various Nature Park programs.
5. Oversight of all contractual responsibilities for the Nature Park program with appropriate documentation.
6. Development of yearly budget, oversight of financial expenditures, and ongoing grant writing and other fund raising activities.
7. Development and coordination of Nature Park community partners.
8. Promotion and coordination of Nature Park program with other related KKV programs.
9. Provide policy advocacy and coalition building for Nature Park related health and environmental programs.
10. Development of appropriate public relations/promotional materials and events for Nature Park programs.

Please contact Janet Watanabe, Human Resources Director, for a full job description and more information: jwatanabe@kkv.net or 791-9477.

Posted Wed., 12/16 by Malama Hawaii (Janice Staab)