Coordinator wanted by Hawaii Audubon Society (HAS), Hawaii’s oldest conservation organization. Duties include: coordinate daily operations of Honolulu office under supervision of HAS President and Executive Director; coordinate volunteers and conservation-based service projects and field trips; manage social media and website; manage membership database; act as Managing Editor of the ‘Elepaio, a bimonthly journal and newsletter; coordinate outreach and education events and programs with HAS members and the public; manage invoicing, inventory, product orders, and billing; coordinate special events, meetings, and fundraisers.

Applicant should be self-motivated and able to work efficiently and effectively with little supervision. Must be organized and able to meet deadlines. Applicant should have superior writing ability and people skills. Conservation background desired, but not necessary. Part-time (19 hours/week) with possibility of full-time, $15/hour starting April 8th.

To apply, send a cover letter, resume, and contact information for 3 references to hiaudsoc@pixi.com.