



84-225 Ala Naauao Place
Wai'anae, HI 96792
808-695-8978

Email: contact@hoaainaomakaha.org
Website: www.hoaainaomakaha.org

Hoa 'Āina O Mākaha Position Description

Title: Mahi'ai Educator

Position Type: Full-Time (Exempt) 40 hours/week

Work Location: Hoa 'Āina O Mākaha, various schools & sites

Compensation: \$3,520 monthly salary + benefits (healthcare, paid time off, 13 paid holidays, 401(k) retirement contribution)

Hoa 'Āina O Mākaha (HAOM) was founded in 1979 as a 501(c)3 non-profit organization in beautiful Mākaha valley with a mission of, "Creating peaceful communities in harmony with nature through the eyes, hands, and hearts of the children." Our work focuses on community self-reliance, supporting 'ohana, and peacemaking in Wai'anae through innovative and engaging educational programs. Hoa 'Āina O Mākaha employees will advocate for and serve the mission of our organization as we work to grow together in meaningful ways.

Summary of Position & Purpose

The Mahi'ai Educator develops and delivers thoughtful and meaningful educational program activities and lessons for program participants (keiki to kūpuna), which include, but are not limited to - youth groups, school groups, partner organizations, teachers, and 'ohana in order to enhance cultural, ecological, and social health and well-being and strengthen community. This position works closely with the HAOM Executive Director and programs team to co-develop unique 'āina-based lessons for the community and supports the overall farm operations. The Mahi'ai Educator will provide engaging experiences through a cultural lens centered around HAOM values and mālama 'āina.

Essential Kuleana (Responsibilities)

- Assist program staff with planning, coordinating, and running HAOM educational programs for the community
- Be a liaison with teachers to plan and deliver lessons at the farm
- Help with social media posts and communications to promote educational programs and share about HAOM's important work on a broader level
- Assist Production Manager with nursery, preparing fields, planting, harvesting, and processing food grown on farm
- Coordinate and manage volunteers
- Regularly track and document program participant data for use in grant reports and evaluation
- Help to document and compile farm lessons digitally for HAOM repository that can be shared on the website
- Conduct education and outreach in the community to share about HAOM and spread awareness about our work
- Integrate reflective practices for groups who visit the farm (Ex: closing circle reflections, quotes, meaningful interactions) to evaluate impact of educational programs
- Help to supervise interns and volunteers
- Develop other marketing/communication materials such as flyers, posters, brochures, packets for visiting schools, publications, etc.
- Keep inventory, maintain/clean, and properly store tools and supplies needed for educational activities and farm operations



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- Kōkua with upkeep of animal area and general maintenance of the farm areas
- Carry out other administrative duties both as assigned and as they emerge
- Participate in professional development opportunities as they arise and are relevant to this position
- Attend weekly morning check in meetings to give updates to staff
- Respond to work-related emails/correspondences with HAOM staff and partners in a timely manner
- Perform other duties as needed

Qualifications

Key Position Competencies

- Initiative, reliability/dependability, work and time management, problem solving, integrity, passionate about local food systems and connecting people to 'āina, adaptability, innovation, teamwork and collaboration, active communication, good judgment, attention to detail, empathy and caring, promotes a safe and positive environment for employees and guests, open mind and heart

Minimum Requirements

- Interest and commitment to HAOM's mission and work
- High school diploma or GED
- At least 1 year experience in planning, implementation, and teaching of educational programs and working with different learners of all ages
- Ability to multitask and prioritize in a dynamic work environment
- Understanding of the importance of Hawaiian culture, values, and language
- Proficiency with various computer programs, such as Email, Google Drive/Spreadsheets/Forms, Excel, Word, Outlook and Powerpoint, needed.
- Experience in operating office equipment including computers, printers/copy machines, telephones, conference video/speakers, projectors, and other office equipment, helpful
- Possess effective oral and written communication skills
- Strong interest in working with community particularly in the Wai'anae moku
- Access to reliable form of transportation to get to the farm and to work events/sites
- Ability and flexibility to work weekends for educational programs and outreach events

Mental and Physical Demands

Ability to lift at least 25 lbs pounds. This position requires working outdoors in various weather conditions for extended periods of time doing physical activities that include, but are not limited to: walking, standing, bending, stretching, pushing, pulling, climbing, ladders, kneeling.

To apply, please send a cover letter and resume with 3 references to
contact@hoaainaomakaha.org.

Hoa 'Āina O Mākaha provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.