Mālama Learning Center  
Position Description

*****************************************************************************
Title:  `Āina Education Project Coordinator
Position Type:  Part-time, Non-exempt
Compensation:  $25-30/hr; 15 hours/week (average)
Work Location:  Home office

I.  Summary of Position
The `Āina Education Project Coordinator of Mālama Learning Center (MLC) leads programs involving teacher professional development, including PDE3 courses and the Wai Huihia Kumu Network, and plays a key role in developing the statewide ʻĀina Based Education Certification program for teachers and students.

While MLC’s focus is on engagement with West Oʻahu schools and community groups, the `Āina Education Project Coordinator will also look beyond boundaries for systemic change that connects participants with mālama ʻāina concepts and actions. This includes topics such as natural resources management, native ecosystem restoration, invasive species control, wildfire prevention, tree planting, climate change mitigation and adaptation, Hawaiian cultural preservation, community stewardship, green jobs, and sustainable living. Fundraising through grant and contract management as well as program reporting are additional responsibilities.

The `Āina Education Project Coordinator serves MLC’s mission, which is to inspire communities to care for Hawaiʻi by perpetuating conservation, culture, and sustainability through education. Teamwork is essential for all at MLC, whether working with staff, interns, and volunteers, and the `Āina Education Project Coordinator will participate as a collaborative member of the MLC team. And as working with the community is core to this position, the `Āina Education Project Coordinator must be willing and able to network with ease.

Specific work hours are flexible and may vary on a week-to-week basis. The `Āina Education Project Coordinator will be expected to work on average 15 hours/week primarily online with occasional in-person activities. As this and all MLC positions are largely funded by grants and contracts, its continuation will be dependent on the program’s success and results of fundraising efforts. The `Āina Education Project Coordinator will report directly to MLC’s Executive Director.

II. Essential Functions

- Lead professional development opportunities for teachers, including PDE3 courses and the Wai Huihia Kumu Network for ʻāina based educators
- Support development of the statewide ʻĀina Based Education Certification program
- Analyze and track MLC’s outreach with schools and teachers to assess systemic impact and program improvement
- Produce program reports and funding proposals
- Update social media outreach with photographs and text
- Perform other duties as assigned
III. Qualifications

Key Competencies
- leadership
- initiative
- reliability/trustworthiness
- planning and organizing
- work and time management
- problem solving
- integrity
- adaptability
- creativity
- teamwork and collaboration
- good judgment
- following instructions and attention to detail
- strong written and oral communication skills
- social/people skills
- ability to work well independently as well as in a team
- keeping an open mind to try new things, meet new people, and learn new skills

Required Qualifications
- Bachelor's degree in Education, Environmental Science, Natural Resources, Biology, Geography, or related field
- At least three years of experience conducting ‘Āina Based Education work with students and teachers
- At least two years of experience networking with ʻĀina Based Education providers in Hawaiʻi
- Knowledge of basic natural resources management and agricultural principles relative to Hawaiʻi
- Experience creating engaging lesson plans and other curricula
- Experience designing visually appealing flyers, program brochures, and other materials
- Proficiency in use of standard Microsoft Office software and Google docs
- Daily access to computer, internet and mobile phone

Desired Qualifications
- Graduate degree in natural resources or education
- Knowledge of Hawaiian language and culture
- Experience growing and outplanting native plants
- Identification of native Hawaiian and invasive species
- Experience working or living in Leeward Oʻahu communities

For further information, contact:

Pauline Sato
Executive Director
Mālama Learning Center
Pauline@malamalearningcenter.org