



Mālama Learning Center Position Description

Title: **Stewardship Coordinator**
Start date: Immediate
Work Location: Various locations throughout the ‘Ewa and Wai‘anae moku of O‘ahu

I. Summary of Position

The Stewardship Coordinator of the Mālama Learning Center (MLC) provides conservation and education services for Ola Nā Kini, a native and edible plant restoration and regeneration program of MLC for West O‘ahu communities. The Stewardship Coordinator will provide leadership in designing, maintaining, and documenting site restoration projects with community volunteers, including students. The purpose of these projects is to connect community members with concepts and actions connected to mālama ‘āina -- natural resources management, native ecosystem restoration, invasive species control, erosion control, wildfire prevention, Hawaiian cultural preservation, community stewardship, and green jobs. The Stewardship Coordinator will work in various locations including Nānākuli wetland and watershed, Camp Pālehua and surrounding areas, Piliokahe, and future sites to be determined. Other work areas include the Kapolei High School native plant nursery and the Pālehua mauka nursery. One of the key roles of the Stewardship Coordinator is a steady production of healthy native and culturally significant plants in nurseries for outplanting projects.

The Stewardship Coordinator will support MLC’s mission to teach and inspire communities to create healthy living environments. MLC provides environmental/sustainability education for students, educators, and other community members through hands-on experiences. As teamwork is essential for all at MLC, whether working with staff, interns, and volunteers, the Stewardship Coordinator will participate as a full member of the MLC team. And as working with the community is core to this position, the Stewardship Coordinator must be good with people of all ages, dependable, and available to work on weekdays and often on Saturdays. While specific working hours may vary on a week-to-week basis, the Stewardship Coordinator will be expected to work on average 40 hours per week.

The Stewardship Coordinator will be eligible for full medical, visual, and dental health insurance benefits, paid time off, and opportunity to participate in a SIMPLE IRA program. As this position is currently funded by grants and contracts, its continuation will be dependent on the organization’s successful fundraising efforts. Compensation is negotiable. The Stewardship Coordinator will supervise an assistant, interns, and contractors and will report directly to MLC’s Executive and Program Director. The Stewardship Coordinator will work closely with the Education and Community Partnerships Coordinator who also participates actively in stewardship programs.

II. Essential Functions

- Designing, maintaining, and documenting site restoration projects (including site preparation, weed control, fencing, planting, irrigating)
- Tracking progress of site restoration projects and writing progress reports (including photo monitoring)
- Propagating native Hawaiian and culturally significant plants in the plant nursery with propagules collected from the wild

- Controlling pests and weeds through application of herbicides and pesticides (natural and/or synthetic) as needed in restoration sites and in the plant nursery
- Maintaining the plant nursery infrastructure
- Co-leading school, community, and visitor work days at Nānākuli valley and wetland, Pālehua, and Piliokahe (and potentially other areas in the future) that requires hiking and carrying heavy gear
- Working with a wide range of volunteers including students, teachers, community members, and visitors and educating participants about concepts and actions related to mālama ʻāina
- Assisting in recruiting volunteers, particularly groups
- Assisting in occasional community outreach activities
- Performing other duties as assigned

III. Qualifications

Key Competencies

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| ▪ initiative | ▪ good judgement |
| ▪ reliability/dependability | ▪ following instructions and attention to detail |
| ▪ planning and organizing | ▪ exemplary written and oral communication skills |
| ▪ work and time management | ▪ social/people skills |
| ▪ problem solving | ▪ keeping an open mind to try new things, meet new people, and learn new skills |
| ▪ integrity | |
| ▪ adaptability | |
| ▪ creativity and innovation | |
| ▪ teamwork and collaboration | |

Required Qualifications

- Bachelor's degree in Environmental Science, Natural Resources, Biology, Botany, Geography, or related field.
- Three years of experience conducting field work in natural areas focused on conservation (could be cumulative experience over several projects and sites)
- Experience growing and outplanting common and rare native plants
- Identification of native Hawaiian and invasive species
- Knowledge of basic natural resources management and agricultural principles
- Understanding experimental design and need for careful documentation of results
- Ability to do physical labor including hiking for more than two hours, carrying heavy objects up to 40lbs, and working in outdoor environments with exposure to heat, dust, rain, insects, and other possible hazards.
- Experience supervising volunteers and students
- Daily access to computer, internet, and mobile phone, and ability to use standard office software
- Valid driver's license and clean driving record
- U.S. citizenship or legal authorization to work in the United States

Desired Qualifications

- Master's degree in conservation related field
- Experience working in nurseries
- Construction skills such as building fences
- Adept in use of GPS and GIS

- Possession of pesticide applicators certification
- Experience in writing grant proposals
- Experience working or living in Leeward O‘ahu communities
- Experience working in conservation in Hawai‘i
- Knowledge of Hawaiian language and culture
- Access to reliable vehicle for transportation

Please provide a cover letter and at least three references to:

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