



HO'OKUA'ĀINA

rebuilding lives from the ground up

Title: EDUCATION SPECIALIST

Terms: Part-time 30 hours/week, salaried, at-will, exempt position

Overview: The EDUCATION SPECIALIST is a professional position coordinating curriculum, evaluation, administration, and outreach/communications of all educational programs for K-12 plus college including ASA (Ahupua'a Systems Apprenticeship)

Accountability: The Educational Specialist reports to the Executive Directors

Duties:

1. Work collaboratively with the management team to plan, implement, evaluate, and share about high quality education programs and activities at Hookuaaina.
2. Coordinate planning, logistics and administrative details for programs and their ongoing activities. This includes managing the organizational and program calendar, fielding calls and requests for visits and program activities, and supporting Hookuaaina Executive management in setting up for all activities.
3. Manage outreach and communication for the organization and specific programs. This includes overseeing the organization's written and email communications, social media, and earned media.
4. Oversee data collection for grant/contract reporting purposes, learning and communicating impact of programs and activities. This includes managing the systems to record, track and analyze data required by grants or contracts, and creating communication materials for various audiences (partners, funders, program participants), as well as completing grant reports.
5. Accept responsibility for additional administrative tasks as assigned by the Executive Management team.

Minimum Qualifications:

1. Bachelor's degree with at least three years of education, youth program, nonprofit or other experience.
2. Ability to take initiative and manage multiple projects/duties with minimal direction.
3. Ability to communicate effectively and represent the organization.
4. Ability to work with diverse ethnic and socio-economic populations.
5. Proficiency in Hawaiian language and experience with cultural protocols.
6. Experience and familiarity with educational institutions, pathways and systems