



Papahana Kuaoloa, 'Ili'ilikauhale Program

Job Description

Job Title: EDUCATION ASSISTANT
Reports to: Lead Educator and/or Education Director
Status: Full-time
Work Days: Monday to Friday; maybe asked to work one Saturday a month
Work Hours: 40 hour week, 7:30am to 4:00pm (occasionally longer hours)
Pay scale: Entry level, pay commensurate with qualifications

Duties:

- Assist Lead Educator and/or Education Director in planning, scheduling, and providing Hawaiian culturally-based, hands-on learning activities and experiences
- Assist in data collection and input, copying, filing, photo documentation
- Assist in updating program website, as well as, facebook and twitter accounts
- Assist in researching, developing, and creating Hawaiian implements (wood, stone, fiber, etc.) and teaching aids for community and school groups (Preschool, K-12, and college level)
- Assist in the maintenance of a safe, clean, and organized working and learning environment

Position Requirements (Education and/or Experience):

- High school graduate
- Basic oral and written communication skills; basic computer skills
- Ability to work efficiently independently, as well as, successfully as a member of a team
- Desire and passion to perpetuate Hawaiian cultural knowledge and traditions
- Willingness to learn and share information
- Ability to read and speak English proficiently
- Valid Driver's license

Preferred Qualifications:

- Experience working with children and/or adults, groups, volunteers
- Basic knowledge of MAC Word, Excel, PowerPoint, InDesign, Photoshop, graphic design, internet, and social networking platforms
- Some knowledge of Hawaiian arts and crafts, language, cultural history, natural history, traditions, customs, and protocols

Physical Demands and Work Environment:

- Physically fit, occasionally need to lift and/or move up to 30 pounds
- Mostly outdoors, conditions from hot and sunny to wet and muddy; varied terrain

Closing Date: 1/15/2012

Send your resume and/or inquiries to Mahi La Pierre at mahilapierre@gmail.com

Papahana Kuaola is a multi-faceted, 501(c)(3) non-profit organization founded to provide community education programs fully integrated with traditional and contemporary Hawaiian knowledge. Focusing on environmental restoration and economic sustainability, our educational programs on O'ahu and Moloka'i provide opportunities for people to actively connect and re-connect in regard to their relationships and kuleana to akua, 'āina, kai, and each other.