



Applications must be received by 11:59pm (HST) on 01/22/2025

Hui o Ko'olaupoko Contact: Kristen Nalani Kane admin@huihawaii.org

Job Title: Outreach Assistant

Work Location: Weekly field & office work in Ko'olaupoko, O'ahu

Schedule & Pay: Part-time 18 hrs weekly, preferred Wednesday/Thursday & Friday and occasional Saturday work. Starting at \$20, possibility to transition to full time position later in 2025

Description of Position Tasks & Responsibilities:

The Hui o Ko'olaupoko (HOK) Outreach Assistant will primarily support coordination, response, and community involvement to fight Little Fire Ant (*Wasmannia auropunctata*) infestation in Ko'olaupoko (with a focus on Kailua & Waimanalo) while also supporting ongoing HOK native ecosystem restoration, stormwater management, and volunteer/outreach programs.

Approximately 1/3 of the Outreach Assistant's time will be dedicated to Little Fire Ant (LFA) work including: digital and face-to-face outreach, ant population delineations, and chemical control of LFA in Windward O'ahu communities.

Additional time will support other HOK projects including native ecosystem restoration, stormwater management, and volunteer/outreach programs. This position will also be responsible for office tasks including but not limited to recording and entering field data, creating digital and print outreach material, coordinating stakeholder meetings and training, assisting in researching and applying for continued grant funding.

Qualifications:

- Must have a minimum highschool diploma or GED, preferred university student or graduate with BA or BS in Natural Resource Management or related field, (or be able to

demonstrate an equivalent work history & experience in the field if the degree is in an unrelated field)

- Experience with natural resources, agriculture, pest-control, landscaping.
- Experience conducting fieldwork and accurately collecting, recording, entering data.
- Current Hawaii resident with knowledge of the Ko'olaupoko landscape, communities, and demographics.
- Experience implementing methods for control for invasive pest & plant species.
- Experience coordinating volunteers and community outreach activities Ability to use Microsoft office and Google drive software
- Ability to use compass, maps, data tablets, smartphone applications, and GPS.
- Ability to take photographs and collect biological samples for identification.
- Must be in good physical condition, and capable of walking several consecutive miles while carrying gear of up to 35 pounds in a hot tropical environment on uneven terrain.
- Have a reliable personal transportation and ability to transport necessary work equipment
- The candidate must be legally authorized to work in the U.S.

The Outreach Assistant should have an aloha 'āina mindset, civic and interpersonal skills needed to protect the unique ecosystems and neighborhoods of Ko'olaupoko. The Outreach Assistant will be expected to carry out tasks in a safe, conscientious manner with an emphasis on safety, the proper use of pesticides/herbicides, tools, biosecurity, and conscientious community interactions.

Special Instructions to Applicants

Submit each of the items below as a Word Document (.doc), or PDF (.pdf). Please note that incomplete applications will not be considered. A complete application consists of:

1. Cover Letter- introduce yourself, your connection to Hawaii and your reason for applying for this position
2. Resume- addressing each qualification described in the announcement
3. References - please include within your application, contact information for three professional references including at least one previous supervisor.

Conditions of Employment

Pre-employment Criminal Background Check (required for new hires), Valid Driver's License required,