



**To ensure full consideration, applications must be received by**

**11:59am (HST) on 07/31/2024**

**Job Title:** Community Liaison

The Hui o Ko'olaupoko (HOK) Community Liaison position 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 restoration, stormwater management and outreach programs.

**Reports To:** Hui o Ko'olaupoko Project Director & HOK Board of Directors

**Work Location:** Weekly field work in Ko'olaupoko O'ahu & remote office work.

**Work Schedule:** FTE 40 Hrs weekly with occasional weekend work

**Proposed Annual Salary:** \$20/hr starting pay; commensurate with experience and qualifications. This position is secured for a 1 year term with extensions dependent on continued funding by project sponsors.

**Employee Benefits:** Medical, Dental, Vision, and 401k option

### **Description Of Position Tasks & Responsibilities**

The Community Liaison will work closely with other organizations engaged in Little Fire Ant control including OISC, HAL, HISC, CGAPS, HDOA, KEY Project, and the Windward O'ahu community to:

- Support & facilitate community advocacy for long-term management of LFA throughout Hawaii.
- Coordinate door-to-door canvassing, sampling, and surveying in the focus areas of Kailua and Waimanalo
- Participate in LFA surveys and treatments in the focus area service areas of Kailua and Waimanalo, and throughout Ko'olaupoko as needed
- Relationship building & training of other potential community organizers



- Work with partner organizations to develop materials for better community communications on control of LFA, canvassing of new infestations, and "community-led" protocol and materials for management

Approximately  $\frac{2}{3}$  of the Community Liaison's time will be dedicated to LFA work including: digital and face-to-face outreach, ant population delineations, and chemical control of LFA.

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.

Additional time will support other HOK projects including Kaha Garden, Rainwater Assessments, and related stormwater management & ecosystem management projects.

#### **Required Qualifications:**

- Must have a minimum 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)
- Minimum of two (2) years of work experience with landscaping, agriculture, pest-control, or natural resources. Experience needs to be well-documented and acquired under the employment of an academic institution, governmental agency, private company, or non-profit organization in an appropriately related field.
- Must have experience conducting fieldwork and accurately collecting, recording, entering, and proofing data.
- 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.
- The successful candidate must be legally authorized to work in the U.S.



## **Desired Qualifications**

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

- 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

## **Special Instructions to Applicants**

Applicants must meet the minimum qualifications in the announcement to be considered for hire. **Apply no later than July 31, 2024, 11:59 AM** for full consideration.

Submit each of the items below individually 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. Statement of Qualifications (one-page letter addressing each qualification described in the announcement)
3. Resume
4. References - please include within your application, contact information for 3 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, Ability to obtain and maintain State of Hawaii pest control applicator's license within 3-6 months of hire.

## **Hui o Ko'olaupoko Contact**

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