



**Applications must be received by 11:59pm (HST) on 08/11/2024**

**Hui o Ko'olaupoko Contact:** Kristen Nalani Kane [nalani@huihawaii.org](mailto:nalani@huihawaii.org)

**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 native ecosystem restoration, stormwater management, and volunteer/outreach programs.

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

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

**Proposed Annual Salary:** \$45,760-\$52,000 commensurate with experience and qualifications.

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

**Description Of Position Tasks & Responsibilities**

Approximately  $\frac{2}{3}$  of the Community Liaison'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.

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 native ecosystem restoration, stormwater management, and volunteer/outreach programs.

**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 natural resources, agriculture, pest-control, landscaping.
- 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 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**

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. Resume- addressing each qualification described in the announcement
3. 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,