



EMPLOYMENT OPPORTUNITY

Ahupua'a Accelerator Initiative – Program Support Specialist (0.75FTE)

The Hawai'i Conservation Alliance Foundation is seeking expanded coordination support for the Ahupua'a Accelerator Initiative (AAI). The ideal candidate for the AAI Program Support Specialist position is a detail oriented, self-starter with strong written and verbal communication skills and is passionate about community-centered stewardship and restoration in Hawai'i. The AAI Program Support Specialist will work in close coordination with the AAI Coordinator to identify and advance a discrete set of systems-focused priority actions listed in the [2023 Ahupua'a Action Agenda](#).

About the Ahupua'a Accelerator Initiative: Established in 2021, the Ahupua'a Accelerator Initiative (AAI) addresses express needs in ahupua'a restoration by focusing on community and culturally centered efforts that bridge terrestrial and marine stewardship, conservation, and restoration. The AAI aims to advance conservation efforts across Hawai'i by appropriately accelerating the enabling conditions for ahupua'a restoration and by illuminating potential pathways to advance community and culturally-centered restoration efforts in present-day contexts. The AAI's core activities enable and support systems-oriented and holistic approaches to resource management, improved environmental outcomes, shared models of practice, and strengthened partnerships between all involved.

The AAI program works in close coordination with an initial network of six Site Partner ahupua'a across the state: Ka'ūpūlehu (Hawai'i Island), Polanui (Maui), Kawela (Moloka'i), Kaho'olawe, He'eia (O'ahu), and Hā'ena (Kaua'i). We also work closely with a cross-sector, collaborative community of practice broadly encompassing over 40 stewardship, conservation, resource management, and community-based groups. For more about the AAI, please visit www.hawaiiconservation.org/aai.

Responsibilities and Duties:

- Tracking and managing tasks across multiple sites and projects
- Developing and deploying a communication pathway for AAI partners and collaborators, in close coordination with the AAI Program and HCA Community Subcommittee
- Leading and supporting partner and collaborator engagement, including agenda co-development, scheduling, and notetaking for virtual and in-person convenings
- Supporting funding proposals and reporting
- Meeting weekly or bi-weekly with the AAI Coordinator, and other staff as applicable
- Other duties as assigned

This is a remote position; however applicants must be physically based in Hawai'i. Interisland travel may be required and permissible travel expenses will be supported by the AAI. This is a part-time position, estimated at 30 work hours per week (0.75 Full-time equivalent, or FTE). The position may be renewed annually and/or extended to 40 work hours per week (1.0FTE), contingent on performance and availability of funds.

Minimum Qualifications:



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- Must possess at least a bachelors degree in the fields of Business, Economics, Planning, Resource Management, Ecology, or related Natural or Social Science field, PLUS two years of work experience in said or related field
 - OR possess minimum of six years of commensurate experience
- Intermediate to advanced knowledge of place-based, biocultural, and/or community-based stewardship in Hawai'i
- Minimum of two years of experience leading project planning, implementation, and reporting
- Demonstrated proficiency with note-taking, video conferencing software, word processing software (desktop and web-based), and general electronic file management
- Must be able to work independently and as part of a team
- Must be self-motivated, detail-oriented, and well organized
- Must have consistent and reliable internet connection and access to a semi-private space for work calls.
- Must be able to participate in light to moderate physical activity and must have the ability to lift at least 30lbs, unassisted
- Must possess a valid driver's license and be able to lawfully rent and operate a vehicle in the State of Hawai'i
- Must be physically based in Hawai'i

Desirable Qualifications:

- Masters degree in the fields of Business, Economics, Planning, Resource Management, Ecology, or related Natural or Social Science field, PLUS one to two years of work experience in said or related field
- Familiarity with the Ahupua'a Accelerator Initiative, or one of its many partners and collaborators
- Experience leading or supporting administrative functions associated with on-the-ground biocultural restoration, including grant proposals, project management, and reporting, non-profit fiscal coordination and staffing support.
- Experience leading projects with multiple site and partners, including community-based stewardship organizations and representatives from environmental and other sectors (education, business, tourism, etc.)
- Experience caring for potentially sensitive information
- At least an introductory-level proficiency with Hawaiian Pidgin English and Hawaiian Language

Location: Remote (but must be physically based in Hawai'i). Limited interisland travel may be required.

Period of Employment: Starting asap through June 30, 2025 (with the option to review/renew as funding permits)

Status/Classification: Part-time, 0.75FTE, Temporary, At-will. Continuation of employment is dependent upon operational needs, satisfactory performance, and availability of funds.



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Salary Range: Compensation is commensurate with past experience and qualifications. Annual salary range is \$50,000-65,000 (hourly equivalent of \$32.05-\$41.67, at 0.75FTE), plus benefits including paid state holidays, vacation & sick leave, and optional medical/dental insurance.

Application Deadline: Open until filled. Applications will be reviewed on a rolling basis, however all applicants interested in being considered during the first round of reviews should apply no later than **11:59p on Wednesday February 5, 2025.**

Application Process: Interested applicants should email the following materials to the AAI Coordinator, Pua'ala Pascua, at ahupuaa@hawaiiiconservation.org. Please include "AAI Program Support Specialist Application" in the subject line.

- Cover Letter (No more than 1-page in length)
- CV/Resume including name, title, and contact information for three professional references (No more than 4-pages in length)
- Writing Sample (No more than 350 words, please provide word count): Being mindful of present-day contexts, what does a thriving ahupua'a look like to you?