



677 Ala Moana Blvd. • Honolulu, HI 96813 • (808) 735-1221 • www.kupuhawaii.org

Kupu Community Program Assistant Position Description

Kupu is a 501c3 nonprofit organization which aims to empower youth to serve their communities through character building, service learning, and environmental stewardship. Kupu aims to train and equip young adults in Hawaii and throughout the Pacific Rim with work skills, life skills, and knowledge to help them become successful as individuals and as part of the greater community. Kupu is staffed by people with a heart to better Hawaii while working as a team with a purpose of doing what is pono and doing what is best for Hawaii and its people. Kupu is a team-focused, vibrant, and synergistic organization whose culture is dynamic and seeks to make a larger impact on Hawaii.

Kupu Mission

“To empower youth to serve their communities through character-building, service-learning, and environmental stewardship opportunities that encourage integrity (pono) with God, self and others.”

Kupu’s Program Goals

- Provide training and education to Hawaii’s youth
- Help to expose youth to conservation issues and develop an environmental mindset
- Assist community development through skills training, job and internship placement, and career pathway development

The Kupu Community program equips under-resourced young adults on O’ahu with the experiences, education, training, and support needed to become productive members of society with a heart to serve and positively impact the community around them. Kupu Community provides training and support in the areas of team work and life skills, personal and cultural development, education, and job readiness.

The Program Assistant position is a full-time position based in West O’ahu that includes, but is not limited to, the following duties:

Primary Duties:

- Assist in overseeing a team of 6-13 Kupu Community participants per cohort (up to 5 cohorts per year)
- Coordinate orientation, schedule field days/activities/workshops, and assist with coordination of recognition events for Kupu Community participants
- Recruit/enroll participants and conduct outreach presentations
- Document and maintain program metrics

Secondary Duties:

- Schedule intake interviews and meet with program applicants and their support systems (if available) before the start of each cohort
- Develop life skills/employment readiness workshops, speaker and excursion series, training curriculum, and other activities for participants
- Assist in the administration of program, staff and member evaluation tools

- Collect, securely maintain and prepare participant records and fiscal documents for submission to Program Manager
- Other duties as needed

The Kupu Community Coordinator must meet the following requirements:

- Completed High School or equivalent, or have at least 4 years of experience related to under resourced youth
- Must be familiar with Microsoft Office Suite and be proficient with Microsoft Word and Excel
- O'ahu based, and willing to commute between West O'ahu and Honolulu/town for training and program meetings as needed
- Able to work from home in the absence of a facility
- Excellent verbal communication skills
- A team player who works well with others
- Able to conduct self in a professional manner
- Available full-time Monday through Friday, as well as for possible weekends, evenings, and periodic neighbor island trips.
- Must meet Criminal History Background Check requirements
- Able and willing to drive for Kupu business and to meet driver's abstract requirements
- Able to lift 50 pounds

Physical Requirements - Due to the nature of this program, the physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Able to work extended hours on steep, rugged terrain; under extreme hot and cold weather conditions
- Able to hike long distances carrying a 20 lb backpack
- Able to lift 30+ lbs, and operate basic hand tools (machetes, shovels, picks, etc)
- Able to work and camp in remote locations with minimal facilities

Desirable Attributes:

- Experience working with contracts
- Experience working with target population
- Organized
- Punctual
- Engaged with the community

Compensation: Competitive compensation rate with generous benefits

Kupu Community Coordinator Reports To: Kupu Community Program Manager

To Apply: Apply online at <https://www.hrsymphony.com/hrs/apply/999/L43A>

In accordance with Federal Law, Kupu is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.