Program Coordinator  
Position Description

Kupu, which means “to sprout” or “to grow” in Hawaiian, has a two-fold mission: to preserve the land while empowering youth. The organization provides hands-on training in conservation, sustainability, and environmental education for young adults, with the goal of fostering our next generation of environmental and cultural stewards. Kupu’s work has been likened to the role of the kupukupu fern, which is one of the first plants to cultivate the land after a lava flow. The fern not only serves as a foundational species for rebuilding a healthy, native ecosystem, but it also symbolizes a place where knowledge can grow.

Established in 2007 as a Honolulu-based 501(c)3 non-profit, Kupu affirms the Hawaiian notion of “ma ka hana ka ‘ike” or “in working one learns.” This approach has led to the creation of hundreds of internships and service-learning opportunities which blend vocational training and green leadership development to support more than 100 partner sites across Hawai‘i and the Pacific region.

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

Program Goals
Kupu aims to provide opportunities which engage emerging professionals in the conservation and sustainability fields and build skills which will assist in personal and professional development. Kupu is able to offer these opportunities through partnerships with conservation and sustainability-focused organizations throughout the state of Hawai‘i and throughout the Pacific. Kupu’s programs offer valuable experience-building opportunities for program participants while providing additional support to Hawai‘i’s conservation and sustainability efforts.

Position Overview
The Program Coordinator plays an instrumental role in the planning, preparation, and execution of Kupu’s programs. As the general point of contact to Kupu’s partner agencies and participants, Program Coordinators act as the medium between program stakeholders and Kupu. In this role, Program Coordinators work with both partner agency staff and program participants in order to ensure a fruitful and successful program opportunity. Program Coordinators also play a pivotal role in the coordination and facilitation of program events and functions (e.g. orientations, trainings, service projects, etc.) as well as recruitment, outreach and in some cases selection into the program.

Type: Full-Time  
Location: Honolulu (Open to Remote with Program Approval)  
Reports to: Program Manager

Position Duties
The Program Coordinator position is a full-time position which includes, but is not limited to, the following duties:

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Program Coordination & Planning:
- Collaborates with program team to plan, coordinate, and facilitate the program experience for participants and partner sites
- Oversees coordination of program planning and logistics
- Collaborates with program team to implement goals and desired outcomes
- Assists with planning, preparation, and logistics for program events (orientations, service projects, workshops, trainings, etc.)
- Develops and prepares materials and content for program events (handbooks, powerpoints, activities, etc.)
- Partners with program team in presentation and facilitation of program events
- Acts as lead to program participants for program events and activities

Program Maintenance & Development
- Partners with program staff in evaluating and improving program systems, procedures, processes, etc. in order to better accomplish program goals
- Identifies areas of need and improvement to better serve program stakeholders

Partner and Participant Coordination
- Acts as point of contact for program participants and partner agency
- Actively maintains and upholds Kupu’s relationships with program stakeholders throughout the state, including but not limited to partner agencies and program participants
- Maintains healthy lines communication with partner sites and program participants
- Ensures a healthy program experience for both program participants and partnering agencies
- Assists in developing new partnerships in alignment with Kupu’s goals and mission
- Assists in the vetting and selection process for programs as needed
- Provides guidance and mentorship to program participants

Data and Administrative Tasks
- Ensures timely completion and submission of all program administrative requirements (including data reports, timesheets, paperwork, etc.)
- Ensures the quality and accuracy of submitted program requirements
- Assists in data evaluation for program reporting requirements
- Maintains statistical information on program performance
- Partners with Administrative team in ensuring program requirements are successfully completed and submitted by partner sites and/or participants

Recruiting & Outreach
- Partners with Kupu staff in identifying and scheduling relevant recruiting & outreach opportunities
- Acts as a representative of Kupu at relevant outreach and recruitment events
- Assists in the creation of recruiting, outreach, and social media content
- Supports recruitment efforts for Kupu programs and opportunities
- Conducts program presentations
- Partners with team in ensuring program positions are filled
- Travels throughout the state as needed to meet with partner sites and members, as well as to

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Other duties as needed

Position Requirements
Program Coordinator must meet the following minimum requirements:

- Must be available full-time Monday through Friday, as well as possible weekends, evenings, and periodic neighbor island travel
- Must meet Kupu’s criminal history check requirements
- Possess at minimum a high school diploma
- Computer literate with basic experience operating out of programs such as (Microsoft Office, Excel, Word, etc.)
- Experience with project or program planning and coordination
- Relevant experience building and maintaining relationships with multiple stakeholders
- Strong team player with a collaborative mindset
- Exceptional interpersonal skills
- Highly effective communicator (both verbal and written)
- Experience with public speaking and presentations
- Exceptional organization and prioritization skills
- Self-driven individual willing and able to operate with multiple projects and deadlines
- Possesses exceptional problem solving skills

Preferred Qualifications
The Program Coordinator is preferred, but not required, to have the following:

- Bachelor’s degree or higher
- Demonstrated experience and/or commitment to the natural resource management and sustainability field
- Relevant experience working with target program demographic (Typically recent college/high school graduates, current high-school/college students, emerging professionals, etc.)
- Experience in a mentorship and/or counseling setting
- Experience with event planning and facilitation
- Possesses a diverse set of skills and/or knowledge to share with program participants
- Possess a valid driver’s license and meet Kupu’s driving abstract requirements

Apply: Apply with the following link: https://www.hrsymphony.com/hrs/apply/1883/G429

Please direct any questions or inquiries about this position to careers@kupuhawaii.org

*This description is not intended to be a complete list of all duties and responsibilities required for this job

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