Assistant Program Manager – Community Program
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 ʻike” 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.

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:
• Provide mentorship and experiential learning opportunities for under-resourced youth to gain knowledge, skills and confidence to pursue higher education and/or jobs, and to positively impact their communities.
• Collaborate with other environmental and cultural organizations to teach youth the principles of natural and cultural resource management.
• Instill in youth a conservation ethic, so that as net generation stewards, they may help lead Hawai‘i to a more sustainable future.

Position Duties
The assistant manager position is a full-time position that includes, but is not limited to, the following duties:

Overall Program Planning and Delivery: Assist the program manager (PM) and program coordinators (PC) with planning and delivery of the Kupu Community programs.
• Help plan and implement member recruiting, selection, enrollment support, and training/education;
• Provide daily supervision and regular performance tracking of 2 staff members;
• Create operational systems and effectively manage program-related logistics such as transportation, supplies, uniforms, gear, tools and equipment, and participant safety;
• Respond to inquiries, incidents and complaints, last minute changes, and other program related needs as they come up, and communicate with PM and others to help address or resolve them;

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• Establish and maintain healthy partnerships and communication with host sites, school counselors and probation offers, educational speakers and trainers, and other supporting or referring organizations;
• Ensure the regular implementation of evaluation methods and tracking participant data, progress and impact through activities such as participant surveys, attendance and work logs, one-on-one check-ins, case notes, photos/videos, data entry, etc., and documenting the findings.
• Document contacts, reports, curriculum, program materials, training agendas, meeting notes, etc., and save to central/shared Kupu files or database throughout the year.
• Administer the program’s education services in partnership with the State of Hawaii DOE.
• Track each member’s performance using a variety of methods. (i.e. class data, performance board, check-ins)
• Provide orientations, ongoing coaching and guidance, and professional development opportunities for staff and interns/volunteers. Ensure that they feel connected to the larger organization, and have opportunities to connect with other Kupu staff, activities, and opportunities.
• Expand job-related knowledge and skills by seeking out and participating in educational and professional training and networking opportunities, reading related articles, and developing and maintaining professional networks.
• Work collaboratively with other Kupu departments and colleagues to accomplish organizational goals.

**Position Requirements**

The Assistant Manager must meet the following minimum requirements:
• Meet Kupu’s Criminal History Background Check and driver’s abstract requirement
• Possess a valid Driver’s License
• Available full-time Monday through Friday, as well as for possible weekends and evenings
• High level skill set in the use of Microsoft Office programs (especially Excel) & other web-based programs
• Strong administrative skills necessary to organize, prioritize, oneself and others
• Experience in managing projects or events while working as a team player
• 1-2 years’ experience in managing interns or seasonal staff
• Familiar with Pacific islands’ cultural protocol, and practice
• 3+ years of Hawai’i based work experience, including some field-based conservation work or volunteer experience.
• Extremely detail-oriented and thorough
• Comfortable in organizing training for large groups and willing to speak in front of large groups
• Able to remain objective, positive, open-minded and flexible in a fast growing, and ever changing environment
• Able to show good judgment, ability to focus, and problem solving skills
• Effective communicator with excellent interpersonal relationship skills

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Desired Experience
The assistant manager is preferred, but not required, to have the following:

- Bachelor’s Degree or 5 years of relevant experience
- Experience or interest in environmental conservation as well as youth development programs
- Experience in a non-profit setting

Assistant Manager reports to: Kupu Community Program Manager

Compensation: Depending on experience, with generous benefits

Apply: Interested applicants can apply at: https://www.hrsymphony.com/hrs/apply/4846/R9GA

Any questions regarding the position can be directed to careers@kupuhawaii.org

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

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