College and Career 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 empowers youth to serve their communities through character building, service learning, and environmental stewardship. Kupu trains and equips 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.

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.”

Kupu’s Hawai‘i Youth Conservation Corps (HYCC) Community Program Goals

- Equip under-resourced young adults, ages 16-24, with the experience, education, training and support needed to become productive members of society with a heart to serve and positively impact the community around them.
- Help participants develop life skills, team work skills, job readiness, and vocational experience.
- Connect youth to traditional cultural tradition and practices such as working in fishponds and lo‘i, or carving papa ku‘i‘ai (Hawaiian poi boards).
- Expose youth to conservation issues and encourage them to develop an environmental mindset.

Position Duties

This position is a full-time position that includes, but is not limited to, the following duties:

- Develop and maintain working partnerships with businesses in the community that will employ youth.

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- Support youth in preparation for college including the application process
- Track and mentor youth as they enter and are engaged in the work force
- Support youth transitioning between program phases
- Build and develop systems designed to support youth as they participate in the program
- Develop and compile curriculum designed to engage youth and employers
- Support individual youth with job referrals, interview preparation, and other workforce readiness skills and needs
- Manage partnerships with other youth-serving organizations that collaborate with Kupu around workforce development and youth programming
- Participate in field-based conservation and other hands-on work projects, while supervising youth teams
- Design and lead workforce development and college readiness workshops
- Collaborate with other program staff and interns in team meetings and trainings to strengthen the program and the participant experience
- Manage data and track impact in Salesforce database; research and update alumni contact information
- Other duties as assigned

**Position Requirements**

In order to be considered for hire, one must meet the following minimum requirements:

- Available to work Monday through Friday
- Associate’s Degree or 2 years of related experience
- Excellent verbal and written communication skills
- Driver's license and willing to drive for Kupu business
- Able to meet Kupu’s driver abstract requirement and clear criminal history background check
- Able to show good judgement, and remain objective, positive, and flexible in a fast growing, and ever-changing non-profit setting
- Proficient in Microsoft Office software
- Flexible and able to adapt to constantly changing environments
- Able to pass required criminal and driver background checks
- Experience in partnership development, vocational training, and/or youth counseling

**Desired**

It is preferred that the applicant has the following:

- Experience working with at-risk youth
- Strong administrative skills and experience
- At least 2 years of Oahu-based work experience
- Connections to potential youth employers on Oahu

**This Position Reports To:** Community Program Manager

**Compensation:** Negotiable

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Apply: Interested applicants can apply at: https://www.hrsymphony.com/hrs/apply/4847/559Q

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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