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**Position Title:** Program Director for the Hawai'i Island School Garden Network, a program of Māla'ai

### **Program Description**

The Hawai'i Island School Garden Network (HISGN) is a program of Māla'ai, a non-profit organization located on Moku o Keawe. Māla'ai has a mission to cultivate connections between people, land, culture and food in school gardens on Hawai'i Island, and has been in operation since 2005. HISGN was established in 2007 (under The Kohala Center) and became a program of Māla'ai in 2019. HISGN's mission is to nourish a vibrant network that supports the growth and integration of school learning gardens through professional development, advocacy, mentorship and technical assistance. Please refer to the "About Us" sections of [our website](#) to learn more about our history and programs.

### **HISGN Program Director Job Brief**

The Program Director is responsible for programs and initiatives to support Hawai'i Island educators connected to school gardens, outdoor education, and Farm to School activities. This position requires knowledge of administrative and program management principles, a strategic mindset, and leadership capacity to develop HISGN programming in alignment with the mission with Māla'ai, the needs of beneficiaries, and the culture and values of Hawai'i. The goal of this position is to ensure every program is delivered successfully, adding the highest possible value to Hawai'i Island educators and keiki.

The Program Director is supervised by the Māla'ai Executive Director and collaborates with one part-time HISGN Educator. They work closely with network partners, Māla'ai staff and the state-wide Hawaii Farm to School Hui.

### **Responsibilities**

- Work in partnership with Executive Director to represent HISGN at local, statewide, and national levels
- Plan, maintain and expand existing HISGN projects and initiatives in alignment with Māla'ai [Core Values](#) and [Garden Agreements](#). Current HISGN initiatives include:
  - Supporting the island's network of teachers and school gardens through site visits, technical assistance, and community outreach
  - Conducting an annual inventory of gardens and responsible individuals
  - Coordinating professional development opportunities
  - Serving as a liaison for HISGN to the state-wide [Farm to School Hui](#)
- Collaborate and coordinate with local schools, staff, consultants and community-based partners to meet program goals/objectives
- Help execute and manage relevant grant activities
- Program evaluation
- Data management and analysis:
  - Ability to create & manage spreadsheets and explain/train collaborators (technical assistance forms, volunteer forms, etc)

- School Roster management: maintain a roster of school gardens that shows contacts and status of each program
- Translate data to create reports for grants, Board of Directors, and other staff & partners
- Ability to learn database software: Natural Resource Data Solutions (NRDS - for tracking program activities) and Monkey Pod (for constituent management)
- Ability to connect constituents to resources and appropriate opportunities via emails, newsletters, social media, and website updates

## Requirements

- ≥3 years program or network management experience
- ≥3 years of non-profit experience
- High school diploma or equivalent required, Bachelor's Degree preferred
- Willingness to travel to various school garden sites across the island
- Connection to Hawai'i Island communities
- Knowledge of and willingness to implement Hawaiian culture including protocols and practices
- Appreciation and acknowledgement of the other cultures of Hawai'i including Japanese, Filipino, Portuguese and Marshalese

## Additional Skills and Experience

- Familiarity with the education and/or food systems stakeholders on Hawai'i Island
- Strong writing and communication skills
- Meeting facilitation skills and confidence
- Knowledge of performance evaluation techniques and metrics
- Working knowledge of Google suite and Zoom video conferencing and willingness to learn NRDS (Natural Resource Data Solutions) database software for record keeping and reporting
- Outreach and coordination experience, goal to support the expansion and integration of school gardens around the county

## Compensation

- 32 hours/wk - salaried, exempt, and at-will
- \$41,600-\$49,992 (\$25-\$30/hr) starting annual salary depending on experience
- Health benefits including dental and vision
- Paid vacation and holidays
- Ongoing professional development opportunities
- Flexible work hours
- Ability to work from home, co-working office space in Waimea if desired

## Application Process

- Please complete [this form](#) which requires a resume and cover letter to be sent to [hire@malaai.org](mailto:hire@malaai.org). We will review materials and schedule interviews on a rolling basis beginning May 22, 2023.

*Māla'ai is committed to a policy of non-discrimination. Employment candidates and employees will be considered and managed without regard to race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity, gender expression, or any other basis in accordance with applicable law.*