



Farmer and Community Engagement Coordinator (30-40 hrs/wk)

O'ahu RC&D is seeking a highly-motivated individual who is passionate about local agriculture and land stewardship to join our team as an Engagement Coordinator. The primary role will be to provide education, outreach and engagement with farmers, community stakeholders and the public on agricultural stewardship and natural resource management issues.

The O'ahu Resource Conservation & Development Council is an independent non-profit entity with a 20-year track record of providing conservation planning and other natural resource management tools to farms and ranches in Hawai'i.

Duty Location: Office is located in Kunia; field locations on O'ahu and neighbor islands.

Duties and Responsibilities

- Plan and implement workshops and field days serving local farmers and landowners; host and facilitate events; coordinate the participation of expert speakers.
- Provide information to individuals and the general public via fairs and exhibits, service projects, conferences, website updates, social media posts and news bulletins on local agriculture and natural resource management issues such as soil erosion, soil health, and watershed restoration/health.
- Cultivate partnerships, collaboration and healthy working relationships with other agencies, organizations, and clients to achieve mutual goals.
- Prepare monthly and annual activity reports and project reports.
- Assist in conservation planning and monitoring for farms and land owners to address natural resource concerns such as erosion, soil quality, and water runoff, and provide regular follow up to clients.
- Support a variety of O'ahu RC&D projects as needed.

Required Qualifications

- Professional experience in your field in Hawai'i.
- Passion and commitment for local agriculture, including a willingness to serve agricultural operations of all sizes, types and locations on O'ahu with occasional work on neighbor islands.
- Excellent organizational, writing and oral communication skills.
- College degree in agriculture, environmental sciences, planning or natural resource management.
- Ability to work with farmers and stakeholders of diverse backgrounds in a respectful and relaxed manner.
- Ability to work independently and collaboratively with partners and colleagues.
- Competence with basic computer programs (i.e. email, Word, Excel, PowerPoint, etc.) and experience or ability to quickly acquire command of web-based platforms such as Eventbrite, Word Press and social media services (e.g. IG, Facebook).
- Ability to balance and work productively on multiple projects.

Preferred Qualifications:

- Field experience in Hawai'i with agriculture, planning and/or natural resource management.
- Competence in Adobe InDesign, Illustrator and desktop publishing.
- Competence in Geographic Information Systems (GIS).
- Oral fluency in any of the following languages: Thai, Mandarin, Vietnamese, Lao.

Compensation: \$20/hr or higher based on qualifications and experience, plus benefits according to policy.

Special Requirements: Employee will be required to meet with clients and partners at locations outside the office, sometimes on evenings or weekends. Many of the duties are performed in the field, requiring

O'ahu RC&D is a non-profit 501(c)3 organization, promoting wise stewardship of our island resources.

the ability to walk diverse terrain, including some bending, stooping, and lifting (less than 50 pounds). Other duties are performed in an office setting. The employee must have a current valid driver's license and automobile insurance and furnish his or her own car.

To Apply: Send cover letter, resume and three professional references in a single PDF file to admin@oahurcd.org with "Engagement Coordinator" in the subject line. The position will remain open until filled; the deadline for the first screening of applications is 5 PM, Tuesday, January 14th, 2020. Incomplete submissions will not be considered.