



### **Program and Outreach Assistant (19 hrs/wk)**

O'ahu RC&D is seeking a highly-motivated individual who is passionate about regenerative agriculture to serve as a program assistant for our soil health cohort on Kauai for twelve weeks, starting in mid-August, 2022. The primary role will be to assist the project manager in the development and delivery of in-person workshops and training materials for farmers participating in a soil health training cohort. The position will also work with the project team to collect soil samples, document soil health practices, collect information to support the development of soil health management plans and collect cost information for soil health practices demonstrated by soil health innovators participating in the cohort. Work hours for this position will be concentrated around the timing of the workshops and site visits, including a full week of field work scheduled for September 12-16, 2022.

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:** Field locations on Kaua'i and virtual/remote office duties

### **Duties and Responsibilities**

- Assist the project manager to identify commercial farmers on Kauai who are soil health innovators and may be good candidates for this cohort;
- Assist the project manager to identify commercial farmers on Kauai who are soil health innovators who would be interested in demonstrating a soil health practice and hosting one of our workshops;
- Work with the project manager to identify sources to purchase carbon amendments on Kauai and develop a price list (including rates for various volumes and delivery fees);
- Work with the project manager and soil health innovator to document the design of a soil health practice and develop a list of costs associated with the installation and maintenance of this practice (including a list of labor activities and corresponding time studies);
- Work with the project manager to collect information which will be used to conduct a cost-benefit analysis for the demonstration of two soil health practices;
- Work with the project team to learn how to take and submit soil samples to the UH Crow Lab to test for soil health indicators, including sampling for bulk density;
- Work with the project team and extension agents from CTAHR, NRCS or SWCD to conduct site visits, collect and submit soil samples for farmers participating in the cohort;
- Work with the project manager and project team to attend site visits and conduct follow-up correspondence and research to collect information to support the development of two soil health management plans and the documentation of two soil health practice demonstrations;
- Work with the project manager to assist with the planning and on-the-ground logistics to successfully plan and deliver in-person workshops, this may include identifying workshop hosts sites on local farms; identifying farmers willing to demonstrate machinery and equipment to install, maintain and terminate soil health practices; communicating with potential guest speakers; coordinating and setting up workshop tents and materials; and assisting with any other tasks to deliver, evaluate and debrief workshops;
- Work with the project manager to help develop and distribute outreach and training materials which will be used for in-person and virtual workshops;
- Collect and organize photographs and video of soil health practices demonstrated during

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

- site-visits and workshops;
- Work with the project manager to develop features on soil health practices which will be added to our online learning platform and used to grow a Hawaii Soil Health Network across the islands;
- Work with the project manager to develop a monitoring schedule to enable cohort members to document their observed results and lessons learned from soil health practice(s) they're implementing (this will include photo documentation);
- Attend a standing weekly planning meeting with the project team.

#### **Required Qualifications**

- Ability to work independently and collaboratively with the project manager, project team, CTAHR extension agents and other project partners;
- Ability to work with farmers and stakeholders on Kauai of diverse backgrounds in a respectful and relaxed manner;
- 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 Google Drive).
- Ability to work with the project manager and outreach assistance to draft workshop event descriptions and promotions;
- Has basic knowledge and demonstrated a commitment to soil health and regenerative farming practices;
- Ability to balance and work productively on multiple projects.

#### **Preferred Qualifications:**

- Commercial farming experience in Kauai;
- College degree or special training in agriculture, environmental sciences, planning or natural resource management;
- Experience with implementing soil health practices;
- Experience taking soil samples in the field and conducting in-field soil health assessments;
- Access to a computer, internet and basic photography equipment;
- Oral fluency in any of the following languages: Thai

**Compensation:** \$18-25/hr or higher based on qualifications and experience, plus benefits according to policy.

**Special Requirements:** Employee will be hired as a temporary position and required to meet with clients and partners at locations outside the office, sometimes on evenings or weekends. Some duties are performed in the field, requiring the ability to walk diverse terrain, including some bending, stooping, and lifting (less than 50 pounds). Some duties are office related and will be fulfilled remotely. 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](mailto:admin@oahurcd.org) with "Program and Outreach Assistant" in the subject line. The position will remain open until filled and applications will be reviewed as they are received.