



# HO'OKUA'ĀINA

*rebuilding lives from the ground up*

**Title:** Ho'āina/Farm Operations Specialist

**Terms:** Full time 30-40 hours/week, at-will, exempt position with health benefits

**Overview:** The Ho'āina position is a professional position helping to manage all aspects of cultivation and production of kalo at Kapalai including sales and customer service.

**Accountability:** The Ho'āina reports to the Executive Directors

**Duties:**

- Works in collaboration with the team to manage farm operations including but not limited to field preparation, fertilization, planting, harvest, lo'i maintenance and care
- Teamwork is a top priority. All positions fulfill many roles outside their job title to ensure all programming runs smoothly. It is expected that every employee work flexibly with all staff to ensure overall operations are managed with efficiency
- Helps to lead and instruct visitors, schools and organizations
- Assists sales, harvests, processing and distribution of product and helps to drive the economic performance of the business
- Tracks and enters data for all kalo harvest and sales
- Helps to manage kalo orders and sales
- Able to assess overall operational needs, takes initiative to problem solve or suggest and implement ideas for the betterment of the organization
- Supports the training, evaluation, and development of the farm's interns and participants in the Kūkuluhou mentoring program including ASA
- Represents the organization in a professional manner at various outreach events and conferences.
- Networks with peer organizations to help facilitate a collaborative model to grow the impact of the food sustainability and culture based education movement in Hawai'i

**Minimum Qualifications:**

- Associates or partially completed Bachelor's degree in agriculture, Hawaiian studies, environmental science, or related field.
- Two-years on-farm or similar experience with tested communication and people skills;
- Able to take initiative and manage multiple projects/duties with minimal direction;
- Good communication skills
- Ability to work with diverse ethnic and socio-economic populations;
- Knowledge of Hawaiian cultural traditions with a commitment to Hawai'i's rural communities and the Windward O`ahu region;
- Driver's license, competent operating tools and small equipment;
- Able to work for long periods in a hot environment and to lift 60 pounds.