

## **Job Title**

Communications and Outreach Coordinator

## **Job Overview**

Mālama Maunalua has a new, exciting position open to coordinate and lead its communications and outreach efforts. The position offers great flexibility, benefits, the opportunity to innovate and lead region-wide campaigns, and the chance to work outdoors. The Communications and Outreach Coordinator (Coordinator) will be a critical and integral part of a small team working to restore the health of Maunalua Bay.

Since its inception as a community-led nonprofit, Mālama Maunalua has implemented a variety of initiatives with schools, businesses, and the general public to educate, inform, and lead sustainable practices in Maunalua Bay. This has included everything from organizing public participation in invasive algae removal/habitat restoration (Huki Program), to public education on Bay science and health. The Coordinator will report directly to the Executive Director and is in charge of Mālama Maunalua's various communications needs. While maintaining our on-going successes is important, the ability to see and pursue new opportunities and innovative strategies is equally valued.

## **Roles and Responsibilities of Coordinator**

- Represent Mālama Maunalua in accordance with the guiding values of Mālama, Kuleana, Pono, and treating all partners with respect and Aloha;
- Identify and develop potential community campaigns for better Bay stewardship;
- Identify and pursue partnership opportunities that support Mālama Maunalua's programs and efforts;
- Organize and run community outreach events, including:
  - Listening sessions with communities;
  - Science outreach events; and
  - Joint management/science initiatives;
- Oversee outreach events and attend said events, such as conferences and festivals
- Lead and oversee Mālama Maunalua's social media presence, press releases, website, and other outreach initiatives;
- Other duties as assigned;

## **Skills Preferred/Required**

- A minimum of a Bachelor Degree in a communications, education, or similar field and a minimum of 2 years of relevant work experience;
- Familiarity with Microsoft Office and preferably Adobe Creative Suite;
- Detail-oriented, effective program management skills, ability to prioritize;

- Expertise in social media campaigns;
- Website building and management;
- Strong writing and communication skills;
- Ability to work independently and in a team;
- Innovative and entrepreneurial mindset.

To learn more about Malama Maunalua, visit our website at [MalamaMaunalua.org](http://MalamaMaunalua.org) or contact the Executive Director, Doug Harper, at [dharper@malamamaunalua.org](mailto:dharper@malamamaunalua.org)

To apply: Send a resume to [dharper@malamamaunalua.org](mailto:dharper@malamamaunalua.org).

The position will remain open until filled. Pay is commiserate with experience.