



PACIFIC INTERNATIONAL CENTER FOR HIGH TECHNOLOGY RESEARCH
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Education and Outreach Manager

This is a regular “at-will” position that will range from part-time to full-time based on the availability of funding. Continuation of employment is dependent upon program/operational needs, satisfactory work performance, availability of funds, and compliance with applicable Federal/State laws.

The Education and Outreach Manager will lead the planning, implementation, and promotion of educational initiatives and community engagement activities for PICHTR’s environmental projects. This role focuses on coordinating workshops and meetings on topics such as native plant propagation and reforestation, firebreak creation, stormwater management, and pollution prevention. The Manager will work closely with project partners, consultants, and the community to ensure impactful outreach, effective communication, and broad participation.

Specifically, this position will report to the PICHTR Programs Director. Primary duties include, but are not limited to:

Key Responsibilities:

1. Program Coordination:

- Organize and oversee community meetings and workshops on environmental topics, targeting residents of Waianae and neighboring communities, including Makaha, Maili, and Nanakuli.
- Collaborate with PICHTR’s project partners and community-building consultants to identify priorities and promote participation.
- Ensure events include key audiences, such as state and local government officials, foundations, and other stakeholders.

2. Marketing and Outreach:

- Develop and execute marketing strategies to advertise community sessions via PICHTR’s website, social media, and other platforms.
- Design promotional materials featuring project partners’ logos and acknowledgment of EPA funding.
- Build and maintain relationships with local organizations and community members to expand outreach efforts.

3. Event Management:

- Plan and coordinate the logistics of events, including blessing and dedication ceremonies, ensuring accessibility and engagement.
- Prepare event materials, secure venues, and coordinate invitations for dignitaries and stakeholders.
- Oversee the setup and execution of events to ensure smooth operations.

4. Documentation and Reporting:

- Document meetings and workshops through detailed transcripts and, when appropriate, video recordings.
- Publish session proceedings and educational resources on PICHTR’s website.
- Support the potential development of a chatbot to enhance accessibility and engagement with Hawaii and Pacific Island communities.

5. Partnership and Collaboration:

- Work closely with project partners, consultants, and community groups to align efforts and maximize impact.
- Foster partnerships with government entities, foundations, and other supporters to promote long-term community development.

6. Evaluation and Improvement:

- Collect and analyze feedback from participants to assess the success of outreach activities and workshops.
- Use insights to refine and improve future programs and strategies.

Qualifications:

- Bachelor's degree in education, environmental science, communications, or a related field (Master's preferred).
- Experience in community outreach, event coordination, or education program management.
- Knowledge of environmental topics such as reforestation, firebreaks, and pollution management is highly desirable.
- Excellent communication and marketing skills, including experience with social media and digital tools.
- Strong organizational abilities and attention to detail.
- Ability to engage and collaborate with diverse stakeholders, including community members, government officials, and nonprofits.
- Experience documenting events and creating reports or multimedia content.
- Familiarity with Hawaii and Pacific Island communities is a plus.

Annual Salary Range: \$90,000 - \$100,000 at 100% FTE

Employment Details:

This position may require flexible hours, including evenings and weekends, to accommodate community events. Travel within the Waianae area and surrounding communities is expected. The role provides an opportunity to contribute to meaningful environmental and community-building initiatives, fostering sustainable practices and engagement in Hawaii.

This position shall remain open until the position is filled.

PICHTR is an EEO/AA employer