



**National  
Marine Sanctuary  
Foundation**

DISCOVER WONDER

## Oahu Outreach & Education Coordinator

**Location:** The Daniel Inouye Regional Center (IRC) at Ford Island, Oahu  
**Supervisor:** Manager, Mokupapapa Discovery Center  
**Status:** Full-Time/Exempt position. No direct reports.

### What We Need

The [National Marine Sanctuary Foundation](#), a 501(c)3 non-profit organization that is a leading voice for U.S. protected waters, is seeking an **Oahu Outreach & Education Coordinator**, a position responsible for implementing public awareness and education programs on the island of Oahu that interpret the natural and cultural resources of [Papahānaumokuākea Marine National Monument](#) (PMNM).

Specifically, the Outreach & Education Coordinator will support work that is part of the scope of a cooperative agreement between the National Marine Sanctuary Foundation and [NOAA Office of National Marine Sanctuaries](#) focused on engaging the public with the 15 sites in the National Marine Sanctuary System.

We are looking for an Outreach & Education Manager who can serve as a counterpart on Oahu to colleagues on Hawai'i Island to expand the reach of education programs throughout the state of Hawaii.

Working collaboratively as part of a multi-agency team, the Outreach & Education Coordinator will be embedded in Hawaii with Monument outreach and education staff to plan and implement outreach and educational programming for K-12, secondary, and post-secondary students, teachers, Hawaii's communities (with a special emphasis on the Native Hawaiian community) and the general public on the island of Oahu. The Coordinator works with government, community, and academic partners to plan, coordinate, and facilitate educational and outreach activities on Oahu, and throughout Hawai'i as needed, and supports Sanctuary education and outreach programs and events. The position requires the performance of a highly independent professional who provides impactful educational and outreach programs and services to support the mission of Papahānaumokuākea Marine National Monument (MNM) and the National Marine Sanctuary Foundation.

The National Marine Sanctuary Foundation is committed to a culture of inclusion, equity, and belonging. We are dedicated to attracting and retaining a diverse staff. We honor experiences, perspectives, and unique identities, and welcome the contributions that you can bring to the dedicated team. With a diverse team of employees, we can grow and learn better together and achieve our mission to protect the health of the ocean, coasts and Great Lakes for current and future generations.



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## What You'll Do

The person in this role will be the point for education and outreach programs in Oahu focused on Papahānaumokuākea, and will build relationships with partners, staff, and schools to ensure the public can better understand the value of protected areas like marine national monuments and national marine sanctuaries and encourage exploration, discovery, and a connection to the wildlife, habitats, and cultural significance of Papahānaumokuākea. As the Education & Outreach Coordinator, you'll:

- Inform and educate teachers, students, communities and stakeholders effectively, appropriately, and strategically, about the story of the Papahānaumokuākea Marine National Monument (PMNM);
- Develop, update, and compile curriculum, presentations, and educational resources used in lessons and activities about the Monument and, ensures that Papahānaumokuākea education materials are aligned with State and National education standards;
- Develop, integrate, and promote new materials and tools, which may include online tools for collaboration, interactive mobile device apps, and video tools to support educational programming as needed;
- Ensure education and outreach program effectiveness towards achieving Papahānaumokuākea goals;
- Recommend and implement changes to education resources as appropriate;
- Design, promote, and lead teacher and student workshops, and other Papahānaumokuākea Marine National Monument curricula as needed;
- Work with local universities and organizations, teacher training institutes, and communities to arrange workshops and venues, as well as with voyaging canoe communities and outdoor environmental programs to arrange meaningful field experiences for education and outreach program participants;
- Coordinate outreach events on behalf of Papahānaumokuākea; and, some events as needed to support Hawaiian Islands Humpback Whale National Marine Sanctuary (HIHWNMS);
- Maintain communication with a network of educators and partners (NOAA, USFWS, State of Hawaii, Kamehameha Schools, Bishop Museum, Waikiki Aquarium, PVS, UH, Turtle Bay Resorts, and others) on behalf of both Papahānaumokuākea and Hawaiian Islands Humpback Whale;
- Manage and update education and outreach contact lists;
- Facilitate, coordinate, and network to ensure Native Hawaiian cultural enrichment in relating Papahānaumokuākea to educators, partners and stakeholders;
- Coordinate Native Hawaiian enrichment programs with Papahānaumokuākea Native Hawaiian program, education and outreach staff;
- Engage students in place-based, experiential activities like ecosystem restoration as a catalyst for applying lessons from the Monument as described in the Monument Management Plan and other documents;
- Participate in the development, planning, and execution of other Monument education programs as part of the Papahānaumokuākea MNM Education Team;
- Work to coordinate outreach events in support of PMNM, and, on occasion, HIHWNMS;



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- Organize and facilitate multiple staff presentations, events, and classroom visits, and manages teams to produce education and outreach materials development, exhibits development, and field education programs;
- Support publicly-accessible Northwestern Hawaiian Islands Coral Reef Ecosystem Reserve Advisory Council meetings as needed;
- Support outreach as needed for sanctuary designation activities;
- Assist with social media updates on PMNM outreach and education programs; and on occasion, provide similar social media assistance to the Hawai'i Humpback Whale National Marine Sanctuary; and,
- With a spirit of flexibility and mutual team support, undertakes tasks as needed and assigned for overall team success.

## Who You Are

As the Oahu Outreach & Education Coordinator, you're a mission-driven, partnership-building individual who has a passion for sharing the marine environment, and can implement engaging and interactive programs and products that bring the wonder and value of Papahānaumokuākea and the entire National Marine Sanctuary System to life for your audience. You have a commitment to lifelong learning, a strong sense of initiative, and work well independently. You'll have:

- A Bachelor's Degree from an accredited four (4) year college or university in Education, Teaching, Hawaiian Studies, or related field;
- Three to five (3-5) years of experience in formal or informal education;
- Experience in conducting workshops, evaluating education programs, and working in communities with diverse cultural and/or socioeconomic backgrounds;
- Experience in developing curricula;
- Knowledge of natural history of the Hawaiian Archipelago, including the Northwestern Hawaiian Islands, and knowledge and experience of Hawaiian culture and history;
- Experience with Native Hawaiian Education, which may include Native Hawaiian charter schools, language immersion schools or culturally based curricula;
- Excellent written and oral communications skills;
- The ability to deliver high quality products and services to both external and internal clients and partners, in accordance with agreed upon time schedules;
- The ability to work collaboratively with a team or independently;
- Experience working effectively within competing deadlines and often under time-sensitive deadlines;
- The ability to attend to details, effectively prioritize a variety of competing tasks under strict timelines and meet multiple deadlines, and approval processes, while adhering to appropriate Foundation and ONMS clearance procedures;
- Experience with desktop editing and layout software and interest in learning basic video production and editing equipment and software;
- The ability to work occasional evenings and weekends, and travel both in and out of Hawai'i for training and other programmatic needs;
- Interest in occasionally traveling aboard small ocean craft; and,
- Familiarity working with both government and non-governmental organizations.



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## Why You Will Love Us

- Dedicated and passionate staff committed to the conservation of [Papahānaumokuākea Marine National Monument](#) and the sites throughout the [National Marine Sanctuary System](#).
- Two weeks paid annual leave, plus paid time off the week between December 25 and January 1; and 12 paid federal holidays.
- Two weeks paid sick leave.
- Health Benefits: Medical with an FSA option; dental, and vision.
- Foundation paid Life and Disability Insurance.
- Preparing for the Future: 403(B) with employer contribution after one year of service.

## Where Do I Apply?

**[APPLY HERE](#)** Applications must include a resume, cover letter, and at least three professional references.

**Compensation and Benefits:** \$45K-\$50K based on experience. The Foundation offers a competitive benefits package.

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### COVID-19 considerations:

Potential for remote work until the COVID-19 pandemic restrictions lift; Post-pandemic restrictions, can negotiate for remote work for part of manager's work week on an ongoing basis. The National Marine Sanctuary Foundation requires proof of COVID-19 vaccination from all employees.

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*The National Marine Sanctuary Foundation is an equal opportunity employer committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. This commitment applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, and training. The Foundation makes hiring decisions based solely on qualifications, merit, and business needs at the time.*