



**MNMN Project Coordinator
Job Description**
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The Maui Nui Makai Network Project Coordinator works within the Maui Nui Makai Network assisting to coordinate and implement the Building Community Restoration and Resilience Capacity Project. This position will focus on managing the grant and subawards and planning project specific gatherings. The Project Coordinator will report to the Network Manager.

Position: Part-time 20hrs@ \$27/hr

About the Network:

The [Maui Nui Makai Network](#), also known as the “Network,” formalized in 2012 with a vision to bring communities with similar efforts and goals together. The Network is a nonprofit, 501(c)(3) organization uniting nine community and four partner groups across Maui Nui (Maui, Lānaʻi and Molokaʻi) who are protecting and restoring healthy and resilient mauka to makai (mountain to sea) ecosystems using place-based, collaborative strategies.

About the Coastal Habitat Restoration and Resilience Grant for Tribes and Underserved Communities:

The Network’s goal is to build community restoration and resilience capacity. This project will take a regional and multi-strategy approach to habitat restoration to benefit underserved communities, building ecological and community resilience through the Maui Nui Makai Network as well as four individual community restoration sites. The four community organizations included in this proposal are Native Hawaiian-led organizations: Ka Honua Momona (KHM) on Molokaʻi; and Ke Ao Hāliʻi (KAH), Kīpahulu ʻOhana (KOI), and Nā Moku Aupuni O Koʻolau Hui (NMAOKH) in East Maui.

General Administrative

- Assist Network Manager
- Attend meetings, monthly and annual board meetings or other board meetings/plannings as necessary
- Follow-up on and complete communication, developmental and administrative-related tasks post-board meetings

Project Coordination - Building Community Restoration and Resilience

Capacity:

- Serve as the primary liaison for Network with subawardees-and NOAA
- Coordinate project specific meetings/gatherings including community meetings and semi-annual joint work days
- Manage grant subawards to five community organizations, including establishing subaward contracts with scopes of work, invoice payments, and quarterly reporting
- Support sub awardees as needed with project implementation
- Compile report information and prepare progress and financial reports to funder

Financial:

- Lead grant management of NOAA Underserved Communities Grants
- Manage project grant budgets
- It is the responsibility of the Coordinator to review, approve and track receipt of all deliverables/reports/description of services
- Provide financial updates as needed to Manager and Board Treasurer