



MNMN Project Coordinator Job Description

The Maui Nui Makai Network Project Coordinator works within the Maui Nui Makai Network assisting to coordinate and implement programs and initiatives which include project coordination and non-profit administration. This position will coordinate two separate projects: Maui Hikina Huliāmahi (MHH) and the Building Community Restoration and Resilience Capacity Project which have overlapping efforts. The position will be remote until office space can be acquired in East Maui.

The Project Coordinator will report to the Network Manager.

Applicants are restricted to East Maui residents.

Position: Full-time @ \$26.50/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, Lāna‘i and Moloka‘i) who are protecting and restoring healthy and resilient mauka to makai (mountain to sea) ecosystems using place-based, collaborative strategies.

About Maui Hikina Huliāmahi:

[Maui Hikina Huliāmahi](#) is an initiative of the Maui Nui Makai Network and partners, focused on community-led planning for regional makai (marine) management across the four moku of East Maui: Ko‘olau, Hāna, Kīpahulu, & Kaupō. The process began in 2019, when a small group of East Maui communities expressed their commitment to work together to sustain their ahupua‘a systems. They each participated in workshops following the Network's [Mālama I Ke Kai Guide](#) where they developed makai management plans and together have drafted a proposal for a regional Community-Based Subsistence Fishing Area (CBSFA)

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 Moloka‘i; and Ke Ao Hāli‘i (KAH), Kīpahulu ‘Ohana (KOI), and Nā Moku Aupuni O Ko‘olau Hui (NMAOKH) in East Maui.

General Administrative

- Assist Network Manager
- Attend and note take weekly 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 - Maui Hikina Huliāmahi Initiative

- Facilitate bi-weekly project planning meetings
- Provide project updates at weekly check-in and monthly board meetings
- Coordinate community meetings in alignment with MHH project plan
- Create content as needed for social media (Facebook and Instagram)
 - Attend bi-weekly social media meetings
- Meet with neighborhood residents, community and descendants to provide updates and gather input for MHH Regional CBSFA planning process
- Conduct interviews with East Maui kūpuna and lawai‘a to collect ‘ike around fishing traditions in East Maui and hear feedback regarding MHH regional makai management proposal
- Create promotional materials for announcements to community, i.e. flyers for community workdays
- Participate in outreach events such as East Maui Taro Festival, Ko‘olaule‘a, etc to educate community regarding MHH efforts
- Create MHH email newsletter updates when necessary
- Direct community requests to appropriate board members or Network Manager
- Track community engagement regarding MHH initiative
- Compile and interpret data required for grant reporting
- Compile report information and prepare progress and financial reports to funder

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 OHA and NOAA Underserved Communities Grants
- Manage project grant budgets
- Collect, organize and store receipts and invoices
- Provide financial updates as needed to Manager and Board Treasurer