

**POSITION TITLE: Program Coordinator/Lead Instructor**

**CLASSIFICATION:** Exempt

**REPORTS TO:** Program Director

**PRIMARY PURPOSE:**

The Program Coordinator is accountable to the Program Director for development, implementation and delivery of quality program services including: development of program materials and curriculum, scheduling assistants, record keeping, reporting, scheduling programming and instruction. Coordinator should have basic knowledge of Hawaiian language and native Hawaiian practices.

**ESSENTIAL DUTIES:**

- Participates in the development and maintenance of programs and determines resource requirements that will promote best practices and services to participants.
- Develops and prepares program materials and documents.
- Recruits, screens and assists in the selection of instructors and program assistants.
- Manages instructors, assistants and interns.
- Monitors projects to identify strengths and weaknesses to enhance delivery.
- Leads instruction of curriculum and all programs.
- Communicates with schools and partners to schedule and execute program.
- Assures program is delivered to specifications.
- Prepares regular reports as required.
- Delivers and picks up materials.
- Transports participants to and from destinations in Ulu A'e van.

**Preferred Skills**

- Bachelor's Degree in Education or Project Management.
- Two to three years experience in program delivery.
- Knowledge in Hawaiian language and Native Hawaiian practices preferred.
- Ability to problem solve and communicate with students, families and partners.
- Good verbal and written skills.
- Personal computer skills in spreadsheet, word processing and video editing.
- Clean driving record.

**Compensation**

- Starting at \$45,000 - \$50,000 full time salary with medical

**Contact**

Send resume to [info@uluae.org](mailto:info@uluae.org) or call (808) 722-3036