Job Description: Program & Community Outreach Coordinator
Reports to: Program Director
Compensation: 15 hours a week at $25/hour

The FAM program was created with the vision to empower the next generation of farmers with the knowledge, skills and abilities to be successful farmers here in Hawai‘i. As the Program & Community Outreach Coordinator, you will support the growth and awareness of this program and help educate future farmers.

We are looking for someone who has a background in content production and is highly organized. If you have experience as a Program Coordinator for a non-profit organization and want to help inspire the next generation of farmers, we want to talk to you.

Overall responsibilities and tasks:
- Provide specialized support in the development, implementation, and marketing of general program/project function, including posting on social media and in-person events
- Create promotional materials, newsletters, and/or brochures to support the awareness of the FAM program
- Assist with grant reporting and/or proposal writing as appropriate to the objectives and funding nature of the program
- Participate in fundraising activities
- Participate in and provide support in implementation of recruitment process including marketing strategies and scheduling interviews
- Coordinate the immersion portion of the program: organize and track all apprentice and mentor documents, meetings and hours worked
- Schedule regular check-ins with FAM program participants to ensure progress and that goals are met
- Assist with facilitating weekly FAM program classes in-person and via video call (Zoom) and help instructors when needed
- Serve as a liaison between internal team and external stakeholders including farmers and county employees
- Assist in maintaining the budget and tracking expenditures
- Support overall growth and program development

Qualifications and Requirements
- 1+ years of proven experience as a Program Coordinator or relevant similar position
- Interest in supporting Regenerative Agriculture on Maui
- Understanding of project management and development procedures
- Experience with budgeting and grant reporting/writing
- Experience with content production and social media posts
- Ability to work with diverse and multi-disciplinary teams
- Excellent time-management and organizational skills
- Outstanding verbal and written communication skills
- Detail-oriented and efficient
- Experience in nonprofits preferred

To apply, please send a resume to FAM Program Director, Sara Gilligan at fam@hfuu.org