



**KA 'AHA LĀHUI O 'OLEKONA**  
HAWAIIAN CIVIC CLUB OF OREGON & SW WASHINGTON



**Job title:** Food Justice Program Lead

**Department:** KALO HCC Programs; Pacific Climate Warriors

**Status:** .5, part-time, temporary, non-exempt; entry-level

**Salary:** \$20 per hour with performance review each fiscal quarter by KALO Executive Leadership (ED/PD). Not to exceed 23 hours a week, through January/December 2023, depending on hiring date and funding

**Reports to:** Program Director @KALO and Multicultural Center Coordinator @ PCC

**SUMMARY:** The Food Justice Program Lead (FJM) of Ka 'Aha Lāhui O 'Olekona Hawaiian Civic Club of Oregon and SW Washington (KALO HCC) is responsible for the development, protection and enhancement of KALO HCC's mala (dry land taro patch) primarily at The Oregon Food Bank's (OFB) Community Learning Garden in NE Portland, Oregon. This position would also assist Pasifika Climate Warriors (PCW) in connecting the garden to quarterly food distribution events.

FJM should be knowledgeable about native plants of the Pacific Islander community (and willing to learn) and threats to native habitats both here in the Pacific Northwest and Oceania. FJM also needs to have or build protocol understanding of Wākea, Papahānaumoku, Ho'ohōkūkalani, and Hāloa.

FJM will monitor and lead programming our mala at OFB by engaging KALO HCC's membership through community based workshops, volunteer opportunities, building relationships and collaboration roles with agencies and organizations to enhance awareness the mala's role to Pacific Islanders, and provide all labor needs that accompanies the mala or expansions of the program.

**GENERAL FUNCTION:** The FJM and Program Director works closely with KALO HCC's Executive Director to ensure the overall success of all programs and services of the organization.

Please send your resume, cover letter/letter of interest, or any other supporting materials to [pdxclimatewarriors@gmail.com](mailto:pdxclimatewarriors@gmail.com) by June 2 with an expected start date in July. This position will close when submissions are full.

## **Example Work Plan:**

### **Planning and Training (1st-2nd month)**

1. Establish a weekly maintenance schedule that includes job descriptions and volunteer opportunities. This calendar should be made available to all members with a detailed explanation of the work that is needed. (Coordination with volunteer coordinator) (1st month)
2. Meet with PCW Youth Organizers to plan and collaborate during the project period.
3. Establish quarterly events for food distribution that provide educational opportunities and work sessions to help meet the requirements of ho'i i ka piko. Establish an understanding of what that means.
4. Establish a relationship with the First Nations community who first steward the lands that we are now occupying. Provide engagement for our members.

### **Implementation and Maintenance (3rd month to end of contract)**

5. Open, maintain, and close the mala for work events such as but not limited to, preparation, creating, building, establishing, the space, and putting the beds to rest at the end of the season)
6. Collaborate with the KALO Program Director and Ecosystems Director, and Pacific Climate Warrior staff to drive volunteer engagement at the mala and food distribution events.
7. If opening, walk the grounds and assure the area is safe. Complete opening procedures check-list for barn or tool shed.
8. Responsible for all facility maintenance, assuring that tools are clean and returned, and surrounding areas are maintained.
9. Responsible for removal and disposal of all debris or trash.
10. Ensure pump and water flow systems are functioning correctly, shutting down the system if necessary.
11. Responsible for notifying the KALO Program Administrator and OFB Site Coordinator of any safety hazards that are not easily corrected, and for closing any trail if necessary.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

### **1. Operations and Programs (70%)**

- Plan and execute maintenance and community events at the mala.
- Plan and execute transportation of goods and operations of food distribution events with Pasifika Climate Warriors.
- Work with Pasifika Climate Warriors' Youth Organizer to plan and operate food distribution events.
- Collaborate with the Executive Director, Ecosystems Director, Committee chairs and Staff to ensure program development and delivery, activities, and resource use align with KALO HCC's mission and strategic plan.

### **2. Community Relations (10%)**

- Develop and maintain healthy working relationships with other community-based organizations, non-profit organizations, and local establishments.
- Maintain supportive communication with KALO members.

### **3. Organizational Leadership (10%)**

- Support Native Hawaiian/Pacific Islander community members of all ages, races, genders, sexualities, and abilities.
- Keep accurate and timely data that supports strong strategic, governance, and policy decisions.

### **4. Financial and Administrative (10%)**

- Assist KALO HCC's Executive Director, in developing quarterly program reports and assessments.
- Meet with the Executive Director and Executive Board of Directors to review grant compliance and ensure accurate programing allocations as prescribed by all funding MOU's and donations to KALO.
- Reports on the needs, plans, and major accomplishments of the organization.
- Maintain accurate reporting of expenditures and time to the Program Administrator.

### **Additional Duties and Responsibilities**

- Attends quarterly general membership meetings.
- May be required to attend monthly meetings with KALO HCC's committee leads for the purpose of support and strategic collaboration for KALO's programs and events.
- Accept other responsibilities that may be required by the Executive Director, and Ecosystems Director based on programmatic or organizational need.

## **MINIMUM QUALIFICATIONS**

- Lived experience as a Pacific Islander, Indigenous person, or Person of Color; and/or first-hand or learned knowledge of systemic oppression and healing through environmental justice work; and a personal commitment to challenging and dismantling systems of oppression in the environmental and food justice field(s).
- Entry-level understanding of Hawaiian issues, Hawaiian history, and indigenous knowledge, which are relevant to KALO HCC's mission, values, and strategic goals.
- Minimum 2 years of experience gardening in the Pacific Northwest, working in local food ecosystems, volunteer management, or outdoor education OR a completed or in-progress educational program/certification in environmental education, horticulture, and/or indigenous studies.
- Applicants must have a valid license to drive and good driving record from the last five years; OR must have a personal vehicle and vehicle insurance to transport self, tools, and goods to and from event sites and work offices. This role will not be required to transport people.
- Professional experience and success in the following areas:
  - Community Organizing
  - Event Planning
  - Program Coordination
  - Networking and Communication

## **PREFERRED QUALIFICATIONS**

- Current member of KALO.
- Licenses and certificates related to the position (e.g. Master Gardener certification, college degrees, etc.)
- Can demonstrate a strong, established connection to Hawaii through genealogy and lived experience.

## **KNOWLEDGE, SKILLS & ABILITIES:**

- Excellent leadership, leader and communication skills.
- Ability to work collaboratively with both internal and external stakeholders in a cooperative manner.
- Understanding of standard practices for non-profit organizations.
- Able to resolve conflict and problem solve.
- Team focused, organized and detail-oriented.
- Able to prioritize, lead projects, and meet deadlines.
- Personal qualities of integrity, sense of humor, passion and dedication
- Proficiency in MS Office and Google Suite applications.

## **Working Conditions/Physical Demands:**

The Program Lead may be asked to travel, participate in conferences and meetings, give presentations internally and externally, and may work evenings and weekends to meet project deadlines, attend events, and complete position responsibilities.

Environment is oriented to community service primarily in an outdoor environment and may require intensive physical labor including standing for long periods of time, weeding and harvesting in the mala, carrying heavy boxes of food, and may have constant work interruptions. Must occasionally lift and/or move up to 25-40 pounds.