

Maui Nui Botanical Gardens

Project Coordinator – Job Description

Position Overview

Maui Nui Botanical Gardens (MNBG) seeks a detail-oriented, community-minded **Project Coordinator** to support landscape recovery and restoration efforts for fire-impacted and adjacent areas of Maui. This project, titled “Urban and Community Forestry focused recovery for fire impacted areas of Maui”, is in partnership with the Kaulunani Urban and Community Forestry Program (DLNR) and funded through May 21, 2028 by the U.S. Forest Service. This position reports to the Executive Director.

Pay rate: \$28-30 per hour depending on experience.

The Project Coordinator will:

- Support communities most affected by the fires, as well as nearby Wildland Urban Interface areas.
- Ensure recovery efforts are community-driven, organized, and sustainable.
- Coordinate closely with MNBG’s Executive Director and Project Outreach & Network Specialist to manage project logistics, contracts, budgets, and reporting.

This is an opportunity to play a key role in rebuilding Maui’s urban forests and landscapes while engaging directly with communities in meaningful, restorative work.

Key Responsibilities

Project Management (50%)

- Coordinate with project partners to deliver supplies and services.
- Develop transparent, equitable, and efficient processes for distributing resources.
- Build and manage professional service contracts (arborists, landscapers, etc.).
- Track project expenditures and procurement of supplies.
- Assist in procurement and distribution of supplies.

- Collect, track, and report project data (including but not limited to trees planted/maintained, acres restored, invasive species and hazard trees removed, community and planting events, community engagement, and volunteer hours, etc.).

Team Coordination (20%)

- Keep project partners and staff aligned with goals, deliverables, and timelines.
- Summarize meeting/site visit outcomes and share with the team.
- Facilitate good communication to support decision-making processes.

Grant Administration (5%)

- Prepare and submit semiannual grant reports.

Budget Tracking (10%)

- Provide weekly requests for accounts payable to accountant.
- Prepare budget updates for semi-annual grant reports.
- Manage reimbursement and invoicing processes.

Community Education & Outreach (10%)

- Assist in designing interactive educational displays for fire-impacted communities.
- Involve local residents in designing and engaging with these educational spaces, including Arbor Day events.
- Represent the project to partners, funders, and the public.

Other Duties (5%)

- Assist the Executive Director with tasks as assigned.

Qualifications

Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Required

- At least 2 years of project management experience.
- Experience with budgeting, reporting, and record-keeping.
- Proficiency with Microsoft Office/Google Suite, cloud-based tools, and virtual meetings.
- Familiarity with social media platforms (Instagram, Facebook, TikTok, YouTube).
- Valid driver's license and reliable transportation (island-wide travel required).
- Strong communication, detail orientation, and organizational skills.
- Familiarity with Maui conservation/community organizations and agencies.

Preferred

- Experience in urban forestry, landscaping, or tree care in Hawai'i.
- Knowledge of Hawaiian culture, traditions, practices, and/or language.

Education & Experience

- Bachelor's degree from an accredited four-year college or university.
- At least 2 years of relevant professional experience (or equivalent combination of education and experience).

Additional Information

Skills & Competencies

- Clear and effective written/oral communication.
- Ability to interpret both scientific data and community input.
- Basic math and geometry skills for project measurements.
- Problem-solving ability in varied situations.

Physical Demands

- Ability to walk/hike in varied terrain and weather conditions.
- Occasionally lift/move up to 30 lbs.

Work Environment

- Mix of office, fieldwork, and community event settings.
- Regular outdoor exposure, sometimes in hot, humid, or rainy conditions.
- Moderate noise environment.

Why Join Us?

This role is more than just coordination—it's about **helping Maui heal**. The Project Coordinator will directly contribute to restoring fire-affected landscapes, supporting resilient communities, and ensuring that Maui's future generations enjoy the shade, beauty, and benefits of healthy urban forests.