

Maui Nui Botanical Gardens

Project Outreach & Network Specialist – Job Description

Position Overview

Maui Nui Botanical Gardens (MNBG) seeks a proactive and community-oriented **Project Outreach & Network Specialist** to support landscape recovery and restoration in Maui’s fire-impacted and adjacent areas. 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. Applicants must reside on Maui island. This position reports to the Executive Director.

Pay rate: \$29-31 per hour depending on experience.

The Outreach & Network Specialist will:

- Engage directly with fire-impacted communities and adjacent Wildland Urban Interface.
- Conduct ongoing needs assessments to guide recovery priorities for green spaces, landscapes, and other vegetated areas.
- Coordinate contractors, supplies, and technical expertise for replanting and restoration.
- Support the creation of demonstration landscapes and educational outreach.
- Track and report project data to funders and the public.

This role is ideal for someone who thrives at the intersection of **community engagement, environmental restoration, and project management**.

Key Responsibilities

Community Needs Assessment (20%)

- Identify, coordinate and meet with stakeholders (residents, agencies, nonprofits, schools, universities) to identify strengths, gaps, and needs in existing re-greening efforts.
- Monitor and track changes in community capacity throughout the project.

Identify Priorities (30%)

- Determine priority areas for urban and community forestry recovery for places affected by the August 2023 fires, including:
 - Areas with major tree and canopy loss.
 - High-value public spaces (schools, parks, cultural sites).
 - Communities ready to plant and/or maintain trees.
 - Communities in need of planning support.
- Share findings with Kaulunani to guide subawards and direct resource allocation in the form of expertise and supplies for community members and non-profit organizations.

Direct Support to Communities (30%)

- Coordinate expert services: arborists, irrigation, soil health, Firewise landscaping, cultural/traditional tree selection and practices, etc.
- Procure and distribute trees and plants, tools, soil amendments, and other supplies.
- Work with MNBG staff and other growers to provide plants for replanting projects.
- Ensure best practices in community engagement, biosecurity, Firewise landscaping, and arboriculture.

Community Education (5%)

- Help design interactive demonstration landscape displays highlighting Maui's planting zones, with focus on West Maui and Upcountry fire-affected areas.
- Involve local residents in designing and engaging with these educational spaces, including Arbor Day events.

Grant Reporting & Data Tracking (10%)

- Collect data including but not limited to trees planted/distributed/maintained, hazard and invasive tree removal, acres restored, invasives removed, volunteer hours, planting events, and education provided.
- Assist with grant reports and 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 one year of project management experience.
- Experience in urban landscaping, forestry, or tree care in Hawai‘i (direct service or coordination).
- Skilled in building relationships and working collaboratively with community organizations, local government, ‘ohana, and local businesses.
- Proficiency with computers, 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).
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Preferred

- Familiarity with community organizations and agencies currently working to restore fire effected areas on Maui.
- Knowledge of Hawaiian culture, traditions, practices, and/or language.
- Experience utilizing using native Hawaiian, canoe, and other noninvasive plants in urban areas.

Education & Experience

- Bachelor’s degree in a field related to this project.
- At least 2 years of relevant experience.

Additional Information

Skills & Competencies

- Clear, adaptable written and oral communication for diverse audiences.
- Ability to interpret both scientific data and community perspectives.
- Basic math/geometry skills for project planning.
- Practical problem-solving in varied situations.

Physical Demands

- Walking and hiking in varied terrain and weather conditions.
- Occasionally lifting up to 30 lbs.

Work Environment

- Mix of office, fieldwork, and community event settings.
- Regular outdoor exposure (heat, humidity, rain).
- Moderate noise environment.

Why Join Us?

As Project Outreach & Network Specialist, you'll help shape Maui's recovery by connecting communities with the resources and expertise they need. Your work will directly support resilient landscapes, cultural connections, and healthier urban forests for future generations.