

# JOB OPENING

## SUSTAINABLE COASTLINES HAWAII

### Action Manager

FULL TIME WITH BENEFITS

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**CLICK HERE**

**To Apply**



DEADLINE TO APPLY: EOD April 2nd 2024

### PLEASE SEE LAST PAGE FOR HOW TO APPLY.

**Sustainable Coastlines Hawai'i (SCH)** is a grassroots nonprofit organization whose **mission is to inspire communities to care for coastlines**. We accomplish this by organizing fun and engaging community beach cleanup events, sharing place-based culturally rooted knowledge through a robust educational program, promoting awareness through public outreach campaigns, engaging business leadership in hands-on solutions through corporate cleanups, providing the tools needed for others to host their own cleanups, and offering sustainability consulting and resource recovery services at events.

To date, SCH has reached nearly 45,000 students with educational content and has removed over 700,000 lbs of debris from Hawai'i's coastlines with the help of over 50,000 volunteers. SCH strives to continue to grow its impact and fulfill its vision of a world filled with inspired people, clean beaches, and healthy coastlines.

## POSITION SUMMARY

The Action Pillar of Sustainable Coastlines Hawai'i consists of the on-the-ground, hands-on programs that bring SCH closer to their vision of a world of inspired people, clean beaches, and healthy coastlines. As of 2024 the main components of the Action Pillar center on the Cleanups & Restoration Program and the Resource Recovery Program. These programs have a variety of sub-programs that also fall within the programmatic areas. The subprograms include Large-scale cleanups, corporate cleanups, DIY cleanups, small-kine cleanups, marine debris rapid response (archived, but could return with heavy debris loads and additional staff capacity), Resource Recovery and event sustainability services, and composting (collaboratively run with Director of Development and SustainEvents team).

The Action Manager will be responsible for managing coordinators and interns to develop innovative/proactive solutions to plastic pollution, waste management, and coastal resilience. The Action Manager will also be responsible for the overall success of two main programs: the "SustainEvent Resource Recovery Program" and the "Cleanups and Restoration Program", with the support of the Director of Development. The Action Manager will report to the Executive Director and work very closely with the Director of Development and other members of the leadership team.

**Note:** This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.

Sustainable Coastlines Hawai'i is committed to advancing diversity, equity, and inclusion, both in our work and in our workplace. We believe that celebrating and actively welcoming a diversity of voices and perspectives is essential to solving the planet's most pressing environmental problems, and we encourage applications from candidates whose identities have been historically underrepresented in the environmental movement. We are an equal opportunity employer and do not discriminate in hiring or employment on the basis of race, color, religion, gender, gender identity or expression, marital status, sexual orientation, national origin, citizenship, age, disability, veteran status, or any other characteristic protected by federal, state, or local law.

## RESPONSIBILITIES + DUTIES

### The WHAT of the Job:

Key Responsibilities for the Action Pillar Include:

- **Program Management:** The Action Manager will be responsible for overseeing the day-to-day operations of the "Resource Recovery Program" and the "Cleanups and Restoration Program", ensuring that the programs are meeting their goals and objectives. This includes managing coordinators and interns, managing logistics, and overseeing program implementation.
- **Resource Recovery Program -** Support the composting program, including logistics, communications, and miscellaneous program partner support.
- **Sustain Events -** Oversee contract fulfillment, event logistics, and client communications for Sustain Events, working closely with the Director of Development.
- **Systems Management - Storage Systems Oversight:** Collaborate with the Action Coordinators & Director of Engagement on storage systems oversight for cleanups and Sustain Events.
- **Execute project development and day-to-day operations for solutions center management in Kahuku.**
- **Project Development -** Collaborate with the Director of Development on the development and implementation of new projects within the Action Pillar and assist in program budget management and tracking.
- **People Leadership -** Provide leadership and mentorship for the Action team (3 coordinators and 2-3 interns), working closely with the Executive Director.
- **Conduct regular progress check-ins, offer directional support, and participate in employee reviews and goal setting.**
- **Lead the Action team in coordinating program activities while incorporating organizational values and cross-cutting initiatives at all levels.**
- **Works to build long-term relationships in culturally rich and diverse spaces and manages ongoing pilina with those people and places.**
- **Nalu through challenging situations, navigating and balancing relationships with strong leadership skills. Relationships will be largely within rural communities and will also include agency employees and partner organizations.**
- **Manages the volunteer program, managing and supporting the action and inspiration coordinators in volunteer team recruiting and management.**



# EXPERIENCE, QUALIFICATIONS, + SKILLS

## **HOW we work at SCH is equally as important to the what of the job...**

This full-time position calls out to dynamic individuals ready to lead impactful programs that make a real difference on the coastlines and throughout communities of Hawai'i. We warmly invite those who are passionate about spearheading initiatives to combat plastic pollution, mālama coastlines, and cultivate an environment where individuals can actively contribute and enjoy the process, building reciprocal relationships with Hawai'i. This role is ideal for someone committed to devising inventive solutions for challenges like overconsumption, plastic pollution, and linear waste systems. At its essence, this position demands adaptability, quick thinking, attention to detail, and self-sufficiency, offering an exciting opportunity for those eager to contribute to our mission of paving the way toward a more sustainable and vibrant future within the Action Pillar.

SCH values a hybrid work model, promoting a fun and light-hearted ethos where the staff team is a family that gets involved together across all activities. We believe in everyone getting down and dirty together, emphasizing a collective commitment to our cause.

## **Qualities of the Right Candidate**

- Highly organized and adept at keeping teams on task.
- Practical and realistic in event planning and execution, with an accurate assessment of team capacity.
- Strong leadership skills, receptive to feedback. Shows the ability to lead a dynamic team both on the ground and behind the scenes in a very organized way.
- Dynamic leadership in the field, in the office, and online.
- Working knowledge of Hawaiian Culture and Worldview. Familiar, if not fluent, in 'Ōlelo Hawai'i.
- Excellent communicator with partners, sponsors, and clients.
- Customer service-oriented, understanding nonprofit strategy, priorities, mission alignment, and values.
- Strong commitment to diversity, equity, inclusion, and accessibility coupled with a sincere interest to learn more about the communities in which SCH serves.
- Excellent interpersonal skills and good sense of humor.
- Experience or willingness to learn Google Suite (Google Doc, Google Sheets, Google Drive), Asana, Slack, Classy Event Software, and Zoom meeting management.
- Resourceful, efficient, a good problem solver, organized, and the ability to work independently and remotely.
- Rooted in the communities that SCH has the greatest presence, with strong pilina with members of those communities and other partner organizations who service them.
- Has worked directly in service to and for the Hawaiian Community.
- Creative and independent. Has the ability to innovate in programs and possesses the wherewithal to lead within that space.
- Must have access to reliable transportation - job will require work in Kahuku 1-3 times per week, Kaimuki 1-3 times per week, and sites around the Hawaiian Islands



## Benefits & Salary Range

The list below is not exhaustive as SCH works towards an evolving benefits and compensation package that centers on individual and organizational well-being.

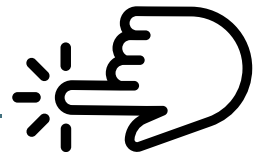
- 401k program with 5% employer match
- Full Health Benefits paid by employer w/ Active and Fit Benefits through UHA
- Generous paid time off, including (1) Synchronous time off (unified organizational breaks) includes 8 days of winter holiday, 5 days of summer holiday, all federal and some state holidays; (2) Asynchronous time off (individually requested) is based on needs, service time, and performance around goals. Every employee should take a minimum 10 days of asynchronous holiday.
- Professional Development stipends and educational conference/workshop fees (with manager approval and valid reasons)
- Healthy Lifestyle stipend of \$200 annually for gym memberships, yoga classes, massage, etc.
- A generous parental leave package in Hawai'i
- Additional reimbursements for work-related expenses

**Action Manager Annual Salary Range:** \$60,000-\$72,000 (Experience & Fit Dependent)

## TO APPLY:

**PLEASE FILL OUT THE APPLICATION.**

You will be asked to attach a **cover letter & resume**



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**If you have any questions** regarding the application, job description, or hiring process, **please email the SCH Executive Director, Rafael, at [rafael@sustainablecoastlineshawaii.org](mailto:rafael@sustainablecoastlineshawaii.org)**

