HISTORIC HAWAI‘I FOUNDATION
Position Description

TITLE
Preservation Projects Coordinator

STATUS
Exempt, full-time employee. Work is performed at the will of the Executive Director. Work is performed under the direction and supervision of the Executive Director.

COMPENSATION
$52,500 - $60,000 annually, depending on experience. Benefits include group health insurance for medical, dental and vision benefits, paid time off 160 hours per year (accrued monthly) and 14 paid holidays per year. Eligible for 401(k) retirement plan after 12 months

PERFORMANCE EVALUATION
End of orientation period (90 days) and annually thereafter.

GENERAL PURPOSE
The Preservation Projects Coordinator is responsible for organizing, facilitating and implementing historic preservation programs to build the capacity and effectiveness of the preservation constituency in Hawai‘i. Core responsibilities include planning, implementing and reporting on HHF’s Native Hawaiian Organization Stewardship Training, Preservation Honor Awards, Preservation Grants and Preservation Easements programs.

The ideal candidate must demonstrate ability and enthusiasm for managing historic preservation programs at each stage, including concept development, planning, execution and evaluation, as well as understanding the concepts and principles of historic preservation.

ESSENTIAL DUTIES AND RESPONSIBILITIES

• Native Hawaiian Stewardship Program (50%): The NHO Stewardship program provides hands-on training, field work and preservation of sites, buildings, structures, objects and/or districts that are significant to the history, culture, traditions, practices and/or customs of Native Hawaiian organizations and communities. The program includes multiple components, including such actions as presentations or discussions; hands-on preservation tasks; public or community workdays; cultural protocols or practices; and perpetuation of traditional activities and practices. The Coordinator is responsible for preparing materials for the Request for Expressions of Interest and Request for Proposals, working with Native Hawaiian Organizations to develop their proposals and providing both logistical support and subject matter expertise for the stewardship training programs. The Coordinator will work with the NHO to achieve compliance with the National Historic Preservation Act Section 106 and Hawai‘i Revised Statutes 6E submittals, consultation and compliance. The program includes supporting the HHF NHO Program Committee, coordinating with project funders and partners, and promoting and reporting on the outcomes.

January 10, 2022
• **Preservation Honor Awards (15%)**: Organize, manage and implement the annual Preservation Honor Awards program. Tasks include planning, scheduling, budgeting, soliciting and managing nominations, data management and organizing, preparing materials for and presenting nominations to the Awards Selection Committee, tracking results and decisions, preparing notifications of decisions, and preparing awards materials for the presentation event (e.g. Powerpoint and video presentations, awards certificates, programs, signage, website, etc.). Supports the Awards Event Committee, including event logistics, providing content for public outreach, soliciting attendance at the event, and communication with the honorees.

• **Preservation Grants Program (10%)**: Facilitate, track and support HHF’s preservation grants programs by developing application materials, data management, follow-up and supporting property owners during project implementation, financial tracking and reporting.

• **Project Review Assistance (10%)**: Provide subject matter expertise to support HHF’s participation as a consulting party to NHPA Section 106 undertakings, NEPA processes, and planning and development proposals in the public, private and non-governmental sectors by reviewing project proposals, applying preservation criteria and standards, and providing written and verbal assessments and recommendations.

• **Preservation Easements Program (5%)**: Track the status and monitor HHF’s preservation easement portfolio; prepare annual reports based on field visits and meetings; follow-up with property owners on any compliance steps or corrective actions.

• **Communications, administration and general office duties (5%)**: Assist with shaping HHF’s communications, including public education activities; organizing quick responses to threats to historic resources; and promoting preservation solutions for community planning and development activities; monitoring, evaluating and reporting on program activities and results.

• **Other duties as assigned (5%)**.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED**

• Master’s Degree in historic preservation, urban planning, architectural history, architecture with preservation experience, archaeology, law or related field. May substitute 3-5 years of practical experience in historic preservation with a Bachelor’s degree.

• Knowledge and expertise regarding historic and cultural sites and the built environment of Hawai’i. Knowledge of Hawaiian culture and traditions is required; familiarity with ‘Ōlelo Hawai’i is advantageous.

• Highly skilled in the provision of technical preservation services and knowledge; ability to apply preservation standards, criteria and processes to assess proposals that have the potential to affect historic properties, including applying State and National criteria for the identification and treatment of historic properties; familiarity with community development planning practices and the capacity to convey technical knowledge to community leaders, government officials, and relevant stakeholders.

• Exceptional written and verbal communication skills, including one-on-one interaction, presentations to large groups and facilitating discussions; ability to convey to the public the importance of preservation, interpretation of local historic ordinances, state and national regulations and requirements.
Ability to develop and manage programs, including budgets, financial reports, monitor progress and results, and provide quantitative and qualitative analysis of programs.

Computer proficiency in a Windows platform, including strong ability to use MS Word, Excel, Powerpoint, Outlook and Adobe.

Organized, attentive to detail, efficient and able to meet frequent deadlines.

Flexibility, ability to prioritize quickly, self-directed and goal-oriented.

Driver’s license and ability to travel for field work are required.

SCHEDULE AND WORK ENVIRONMENT

Schedule is based on 40 hours per week, generally during regular office hours of Monday-Friday, 8:00 a.m. – 5:00 p.m. Occasional evening and weekend meetings, events or travel are required. Primary office is located in Iwilei/Honolulu on O‘ahu. Some meetings and activities occur at other locations, including site visits and field work at historic and archaeological sites on all of the main Hawaiian islands.

Remote or telework is required during the covid pandemic until normal office operations resume. Post-pandemic, continued telework or hybrid office/field work/remote work may be allowed by the Executive Director as needed and approved in advance.

The position requires periods of sitting, manual use of keyboards and computers, repetitive motion, lifting up to 40 pounds, looking at a computer screen, and use of the telephone. The position may require walking, hiking or climbing in remote locations, entering construction or unimproved locations, and entering historic buildings and archaeological sites. Compliance with Covid-19 public health and safety protocols is required, including vaccination. Proficiency in written and spoken English is required.

Office attire is Business Casual or Aloha Wear. In the event that employees have field work or business outside the office, attire should be appropriate to the business, location or event.

It is the policy and practice of the Foundation to ensure that there will be no discrimination as to race, creed, sex, age, religion, color, sexual preference, national origin, handicapped status, ancestry, marital status, military service or other grounds protected under state and federal equal opportunity laws or regulations.

The Foundation is committed to conducting its business in accordance with the highest ethical standards. No employee, contractor, volunteer or intern should place himself or herself in a position where his/her actions, personal interests or the activities or interests of those for whom he/she acts, is, or is likely to be, in conflict with the interests of the organization. All employees, interns and volunteers must avoid conduct in the capacity of employment or association that may injure or harm the organization’s reputation in the community, including but not limited to criminal conduct.

Historic Hawai‘i Foundation is a nonprofit organization established in 1974 to encourage the preservation of historic buildings, sites and communities on all the islands of Hawai‘i. As the statewide leader for historic preservation, HHF works to preserve Hawai‘i’s unique architectural and cultural heritage and believes that historic preservation is an important element in the present and future quality of life, environmental sustainability and economic viability of the state. www.historichawaii.org