

Position: Hua Ike Volunteer

Description: This position will assist Laukahi: The Hawai'i Plant Conservation Network (Laukahi) to help maintain and grow a website called [Hua 'Ike](https://huihuaike.org/). Hua 'Ike (<https://huihuaike.org/>) was developed with the intent to support educators and the next generation of land stewards by centralizing educational resources on native Hawaiian plants. The volunteer will support the Laukahi Coordinator with maintaining the educational resources and the website. This centralized resource is a meaningful contribution towards the [Hawai'i Strategy for Plant Conservation](#), Objective 4 Education and Outreach of Native Plants. We are seeking volunteer(s) with experience in related fields, such as Education, Botany, Hawaiian Studies, or Library and Information Science. This position can be remote or in-person (Lyon Arboretum hosts Laukahi) and reports to Laukahi.

Work Environment: Indoors, on a computer. Remote or in-person (Lyon Arboretum, Honolulu, HI).

Tasks: The volunteer must be proficient in using a computer and variety of software (such as Microsoft Office, Outlook, virtual meeting spaces, and user interface of the website), and be detail-oriented.

- Maintain educational resources on the website
- Enter new educational resources using a form
- Consistent application of categories to organize resources (training will be provided)
- Help write a standard operating procedure
- Writing and communicating (virtually and in-person)
- Attend regular check-in with Laukahi coordinator
- Other duties as assigned

Minimum Qualifications:

- Demonstrate an experience in a related field, such as Education, Botany, Hawaiian Studies, or Library and Information Science

Desired Qualifications:

- Proficient in using software and data entry
- Able to follow directions and guides
- Writing operational guides
- Problem solving
- Data quality control
- Proficient in data entry
- Virtual and in-person communication skills
- Able to follow directions

Training provided by Laukahi

- Orientation of [Laukahi: The Hawai'i Plant Conservation Network](#) and Lyon Arboretum
- Applying the operation guide and categories to the educational resources
- Entering data into the user interface of the website