

Position: Laukahi Volunteer

Description: This volunteer position will assist Laukahi: The Hawai'i Plant Conservation Network (Laukahi) to help botanical gardens label their living collections using 'olelo Hawai'i plant names, recognizing that the Hawaiian language is living and changes. The volunteer will focus on data entry and data quality checks to support building a centralized resource of Hawaiian plant names, tracking their scientific taxonomy and references. This resource will require data entry from various references and ultimately be shared digitally and publicly on the Laukahi website. The results of this project are a meaningful contribution towards the [Hawai'i Strategy for Plant Conservation](#), targets 17 and 20. We are seeking volunteer(s) with experience in related fields, such as Hawaiian Studies, Botany, Linguistics, or Library and Information Science. Volunteers will need to pass a short skills assessment.

Work Location: At-home is preferred due to limited in-person workstations. A computer and internet connection are necessary for at-home volunteers, and unfortunately cannot be provided by Laukahi.

Duration & Schedule: Volunteers can support this project from October 2025-April 2026. The project will be reviewed with new objectives in April 2026. Because it is preferred for volunteers to work from home, volunteers are expected to complete tasks independently and set up a consistent meeting time with Laukahi for regular check-ins and to receive new tasks. Laukahi estimates 3-10 hours per week, but it is flexible.

Tasks: The volunteer must be proficient in using a computer and common software (Microsoft Office, Outlook, and virtual meeting spaces), be detail-oriented, and be comfortable handling data (text and numbers).

- Utilizing Hawaiian reference materials
- Data Entry into Microsoft Excel and Access
- Quality control
- Writing and communicating (virtually and in-person)
- Attend regular meetings with Laukahi Coordinator

Minimum Qualifications:

- Working knowledge of Hawaiian language
- 70% or higher on skills assessment (<https://forms.office.com/r/MQ8gnHAPZP>)

Desired Qualifications:

- Working knowledge of Hawaiian language
- Knowledge of botanical nomenclature
- Problem solving
- Microsoft Excel
- 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
- Data entry and quality control in Excel and/or Access