



## Job Description

**JOB TITLE:** Community Empowerment Specialist –  
Ku I Ka Mana

**PROGRAM:** Ku I Ka Mana

**REPORTS TO:** Director YCES

**TYPE OF POSITION:** Part Time - non-exempt

**APPROVED BY:**  **DATE:** 8/4/2026

Executive Director

**SUPERCEDES JOB DESCRIPTION TITLED AND DATED:** Culture and Arts Instructor 7/12, Community Programs Specialist 5/17, Youth Empowerment Specialist 12/18, 8/12/2020, 8/26/2020, Community Empowerment Specialist- Ke Kahua O Ka Malamalama October 2022, 11/7/2025

- I. JOB SUMMARY:** Under the direct supervision of the Director of Youth and Community Empowering Supports and in keeping with the mission and goals of the agency, conducts lessons in evidence- based youth development programs. Conduct community cultural programming events through a partnership with local artisans.

**II. QUALIFICATIONS/REQUIREMENTS:**

**Skills/Knowledge:** Competence in delivering evidence-based lessons with fidelity; ability to achieve and maintain a positive learning environment; knowledge of and ability to coordinate with community resources; knowledge of parent/adolescent dynamics. A skilled facilitator of culturally competent and developmentally appropriate messages.

**Education/Training:** Bachelor's degree in education, human services or related field preferred; trained/demonstrated competence in evidence-based program delivery. Certified in CPR and First Aid

**Experience:** One year of experience delivering evidence-based interventions is preferred. Middle and high school age group facilitation experience preferred.

**III. ESSENTIAL JOB FUNCTIONS:**

- Deliver evidence-based lessons according to the program model, with approved cultural adaptations, as scheduled.
- Coordinate with school and community activities to offer healthy activities for class/event participants.
- Coordinate and facilitate parent education support/education groups.
- Publicize activities and prevention messages for community norms change.
- Increase youth development options for participants in collaboration with other programs and services.
- Attend training and meetings as required.
- Demonstrate acceptance and implementation of the organization's philosophy

of family-centered, strengths-based, collaborative services.

**IV. OTHER JOB FUNCTIONS:**

- a. Report on program outcomes and quality improvement activities in cooperation with Director of Youth and Community Empowering Supports.
- b. Provide required documentation for assessing program progress and barriers.
- c. Maintain linkages with agencies and constituencies to ensure good communication and information sharing.
- d. Participate in all multi-agency training and meetings as required.
- e. Maintain consumer/participant confidentiality at all levels.
- f. Other duties as deemed necessary and assigned.

**V. WORKING CONDITIONS:**

**Environment:** School classrooms and campus, office, and community settings.

**Equipment Use:** Computer, telephone, and all other standard office equipment, implementing a manual-based lesson plan interspersed with physical activities

**Work Hours:** Part Time (minimum 20 hours per week). Monday through Friday, 8:30 AM - 4:30 PM, with regular day-time class schedule and attending meetings and events as requested or assigned, flexibility to work outside the daily office hours if required.

**VI. PHYSICAL DEMANDS:** Frequent standing, frequent public speaking, frequent walking, occasional working at a computer, occasional carrying of 20 pounds. Frequent driving to provide transportation for participants.

**VII. MENTAL DEMANDS:** Frequent use of judgment and discretion. Maintain focus, humor, and calm with primarily middle school age target group. Efficiency in organizing events, delivering curricula, and addressing youth challenges.

**VIII. COMMUNICATIONS DEMANDS:** Frequent public speaking and classroom instruction in groups required; frequent interpretation of lessons verbally, visually, and in ways that meet the various learning styles of students; requires the ability to interpret and respond appropriately to written and oral needs/requests of others; highly effective communication required; must work collaboratively as a member of a team; must relate well with and work cooperatively with different ethnic groups and be sensitive to the cultural, language or dialect, financial, age, and educational diversity of colleagues and consumers.

**IX. OTHER:** Must have access to a vehicle and must have a valid driver's license, a safe and responsible driving record, plus current no-fault auto insurance, with \$100,000 bodily injury liability coverage on personal auto(s).

This job description is intended to indicate the kind of tasks and levels of work difficulty that will be required of the position given the title **Community Empowerment Specialist – Ku I ka Mana** and shall not be construed as declaring all the specific duties and responsibilities. It is not intended to limit or in any way modify the right of the supervisor to assign, direct, and/or control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

Employee's Acknowledgement \_\_\_\_\_ Date \_\_\_\_\_