The manager of Keanahala is responsible for ensuring that staff, kumu and participants have a positive, supported and intentional experience by

- Maintaining and setting up schedules via email and phone for gathering, cleaning, and preparing hala through various classes and workshops
- Organizing and supporting regular groups in the gathering and preparation of lauhala by attending hala workshops and supporting kumu, kākōʻo, and alakaʻi
- Organizing and helping to lead larger workshops in community including communicating with kumu and participants, preparing materials, and arranging all logistics including accommodations, meals and transportation
- Caring for and transporting tools, equipment, and lauhala and maintaining workshop space

The manager of Keanahala is responsible for ensuring that there is a clear understanding between staff, kumu and participants as to the work of Keanahala by

- Communicating clearly with Puʻuhonua Society Executive Director
- Communicating clearly with representatives of Nā Mea Hawaiʻi, the entity that manages Kīpuka, which is the physical space, where some of Keanahala programming is held
- Letting communities know when classes are held, reaching into the Hawaiian community to ensure that participants understand how to access various online and in-person programs in order to participate
- Maintaining and continuing to develop a mailing list of all those interested in participating in the program as well as additional resources to increase understanding about ulana lauhala

The manager of Keanahala is responsible for ensuring that meaningful relationships with hala and community exist by

- Maintaining and developing relationships with sites of pūhala and other weaving communities
- Facilitating professional development opportunities for committed weavers to deepen their weaving practice while developing and strengthening their teaching skills
- Supporting in preparing and submitting reporting based on grant requirements
- Collecting basic data through workshop sign-ins, surveys, photos, etc.
- Assessing classes to determine Community needs

Please email Emma Broderick at emma@puuhonua-society.org with an expression of interest, including why you are interested in the position, anything we should know about you as it relates to the position, and any questions. This position will be filled asap.