



Native Hawaiian Education Council

POSITION DESCRIPTION

Position	Executive Director
Organization	Native Hawaiian Education Council (NHEC)
Location	State of Hawai'i, office in Honolulu currently
Position Status	Full time, Exempt
Reporting Structure	Reports to NHEC Executive Committee (EC)
Purpose	The NHEC was created by Congress in the Native Hawaiian Education Act (NHEA) to serve in an advisory capacity to the Secretary of the U.S. Department of Education (DOE) on the status and implementation of Native Hawaiian Education. The position of the Executive Director is to assist the NHEC to carry out its duties under the law “to assess, evaluate, coordinate, report and make recommendations” on the state of Native Hawaiian education, the impact of present programmatic efforts, and identification of programs most needed in specific Native Hawaiian communities.
Duties and Responsibilities Under the Direction of the Native Hawaiian Education Council	<ul style="list-style-type: none">• Understands and administers all policies and functions consistent with the NHEA.• Develops, implements, and monitors NHEC Strategic Plan.• Coordinates NHEC meetings• Responsible for writing and managing NHEC grants, contracts and potential RFPs; gathering research data from grantees and other reports/resources; and reporting research findings to improve Native Hawaiian education outcomes.• Serves as NHEC’s liaison to the U.S. DOE, Hawai'i State DOE, NHEC, State, NHEA grantees, Hawaiian organizations, programs serving Native Hawaiians, and others.• Directly supervises office staff and manages office operations.



Native Hawaiian Education Council

POSITION DESCRIPTION

- Performs other related duties as assigned by the NHEC Executive Committee.

Skills and Qualifications

To be considered for this position, applicants must possess the following minimum skills, qualifications, and experiences:

- Master's Degree (Arts and Sciences, Humanities, Social Sciences, Business, Education) from an accredited college or university with 3 years management experience or Bachelor's Degree with minimum 5 years equivalent experience (e.g., staff supervision, budget preparation, management and evaluation).
- Knowledge and understanding of Native Hawaiian education, needs, and available programs.
- Demonstrated ability to integrate Hawaiian language, values, and cultural practices into educational policies at all levels.
- Working knowledge of best practices in grants management, non-profit governance, and fiscal accountability.
- Demonstrated experience in coordinating people, programs, and resources to improve educational outcomes.
- Demonstrated ability to facilitate group discussions for collaborative decision-making.
- Excellent multi-task time management skills, oral and written skills, and computer technology application skills (MS Office Professional, web-based communications, digital-media), and project management experience.
- Demonstrated ability to analyze data and make policy recommendations.



Native Hawaiian Education Council

POSITION DESCRIPTION

- **Demonstrated ability in successful grant-writing.**
- **Understanding of the legislative and advocacy process related to education for Native Hawaiians.**
- **Demonstrated experience in coordinating people, programs, and resources to improve educational outcomes for Native Hawaiians.**

Other Requirements

- **Must be able to work flexible hours and travel within the State of Hawai'i and to the U.S. Continent.**
- **No criminal history.**
- **Must have a valid driver's license and be insurable.**

Desirable Qualifications

- **Ph.D., Ed.D., J.D., or other appropriate, pertinent, terminal, advanced degree.**
- **7+ years in business, non-profit management and/or educational administration.**
- **Fluency in 'Ōlelo Hawai'i.**

Salary and Benefits

Salary commensurate with work experience and availability of funds.