



Nohopapa Hawai'i Hawaiian Ethnohistorical Research Specialist

Nohopapa Hawai'i (www.nohopapa.com) is a Native Hawaiian-owned and operated cultural heritage stewardship social enterprise. We are a mission-driven organization whose goal is to transform the way cultural resource management is conducted in our island home. Nohopapa Hawai'i's indigenous lens and methodologies combined with our high-quality work standards foster community-based approaches to research that builds trust and empowers our kaiāulu and 'āina. Our local, committed team lives and works across the pae'āina on a range of projects including preservation and restoration plans, ethnohistorical studies, cultural impact assessments, educational programs, and 'āina and wai inventories. We partner with like-minded clients and community organizations with similar values and missions of truly stewarding and preserving our 'ike kūpuna, wahi kūpuna, and wahi pana. We work with our clients and partners to innovate proactive approaches to Wahi Kūpuna Stewardship that better care for our 'āina and lāhui.

POSITION OVERVIEW

Nohopapa Hawai'i seeks an experienced Hawaiian Ethnohistorical Research Specialist to join our team. As a key member of our research team, you will be responsible for conducting ethnohistorical research and synthesizing primary ethnohistorical resources and contemporary community mana'o and 'ike into a variety of reports that often require a quick and timely turnaround.

PRIMARY KULEANA

- » Conduct in-depth ethnohistorical research of Hawaiian cultural and historical records, including physical archive and repository visits.
- » Analyze primary and secondary sources such as oral histories, land records, nūpepa, historical maps, and other archival materials.
- » Write accurate and concise reports that draw on primary source material.
- » Consistent communication and collaboration with colleagues and managers.
- » Ensure work products are submitted on time and ability to meet project milestones and deadlines.

OTHER KULEANA

- » Conduct ethnographic interviews with Hawaiian community members exploring and documenting their cultural beliefs, practices, experiences, and traditions.
- » Transcribe interviews, summarize, analyze interview transcripts, and identify patterns and themes related to Hawaiian cultural heritage and traditions.
- » Active and timely engagement with interviewees: coordinating interviews as well as transcriptions and final approvals.
- » Provide support that may include archaeological surveys and fieldwork, preparation of technical documents and studies, and review of draft documents.

REQUIREMENTS

EDUCATION:

- » Bachelor's Degree (required) or Graduate Degree (preferred) from an accredited 4-year college or university in Anthropology, Archaeology, Hawaiian Studies, History, Planning, Geography, or a related field.



EXPERIENCE:

- » A minimum of three years' work experience in Hawaiian Wahi Kūpuna Stewardship, cultural resource management, archival research, historic preservation policy, and/or land-use planning.
- » Familiarity with Hawaiian archival resources and various Hawaiian online repositories.
- » Demonstrated familiarity with Native Hawaiian issues and experience working with Native Hawaiian communities.

ABILITIES/SKILLS:

- » Strong research synthesizing and writing skills
- » Ability to multitask and manage research and writing for multiple projects simultaneously
- » Excellent interpersonal and communication skills (written and oral)
- » Flexible but focused with the ability to work autonomously and remotely, as well as take direction as needed
- » Strong analytical and critical thinking skills
- » Strong community engagement and facilitation skills
- » Technological proficiency, particularly with a personal computer using Microsoft Office, Excel, PowerPoint, email, Google Drive, Slack, Adobe Suite, etc.

DESIRED QUALIFICATIONS

- » Proficiency in 'Ōlelo Hawai'i & experience with and/or ability to learn cultural protocols
- » Project management and project direction experience

REMOTE WORK REQUIREMENTS

- » This is a remote, work-from-home position with some projects requiring inter-island travel for community and 'āina-based work throughout the pae'āina
- » Must have a computer and strong, reliable internet access

WORK SCHEDULE

- » Around 20-30 hours per week, with the potential to increase after a 3 month probationary period.
- » 85% Normal business hours. Monday – Friday, 8AM – 4:30PM.
- » 15% Evening or weekend hours as needed to ensure deadlines are met and to provide a high level of responsiveness to our community partners.

COMPENSATION & BENEFITS

- » Competitive and commensurate with experience
- » Health coverage (qualifying terms)
- » 401k (qualifying terms, e.g. after one positive performance review and one year after start date, etc.)

HOW TO APPLY

To learn more about Nohopapa Hawai'i and our company values, visit us at www.nohopapa.com. **To apply, submit a cover letter, resume of relevant experience, professional writing sample, and at least three references (with contact information) to kelley@nohopapa.com.** Please make sure to highlight any specialized research or report writing experience in your cover letter.

Applications will be accepted until the position is filled. We are looking to fill this position as soon as possible. We are an equal-opportunity employer and welcome all qualified candidates to apply. Mahalo!