

Liljestrand Foundation

Honolulu, Hawai'i

Title: **Program Coordinator**

Classification: Part-time (average of 12 hours per week), Non-exempt

Rate: \$25/hr

Reports to: Executive Director

About the Liljestrand Foundation

The Liljestrand Foundation was created by the Liljestrand family in 2007 to preserve Liljestrand House, the tropical modern masterpiece designed by Vladimir Ossipoff, and to make that preservation beneficial to the community.

Listed on the Hawaii and National Registers of Historic Places, Liljestrand House was built for Howard and Betty Liljestrand in 1951-1952 on Mount Tantalus. The House is recognized as an outstanding example of Ossipoff's work and mid-20th century modern architecture.

The Foundation's vision is to build global awareness of the Liljestrand House and its significance to architecture, preservation, culture and the environment through public programs and publications.

Position Summary

The Program Coordinator helps to facilitate the Liljestrand Foundation's public programs under the supervision of the Executive Director. Public programming includes lectures, events and volunteer opportunities such as the docent program.

The Program Coordinator partners with the Executive Director and the Program Committee of the Board of Directors to develop public programs that support the mission and vision of the Foundation. Coordinator is responsible for the logistics and execution of programs. This includes planning, scheduling, program content coordination, volunteer coordination, marketing, social media and promotion, coordination of photography and videography and partnerships.

Specific Responsibilities:

Program Administration and Promotion

- Work with the Executive Director and the Board of Directors Program Committee to develop programs and events that support the mission and vision of the Foundation.
- Maintain website with current and past program listings.
- Create promotional content for programs, events and volunteer opportunities for marketing purposes including social media and email.
- Maintain program participant and volunteer records

Program Facilitation

- Work in partnership with Executive Director in developing, planning and preparing for public programs, events and volunteer opportunities.
- Planning and logistics coordination for programs and events.
- Coordinate volunteers and consultants assisting with programs and events.
- Serve as showrunner for programs and events.

General

- Collaborate with all Foundation staff to achieve overall Foundation objectives.
- Represent the Foundation in a professional, positive manner.
- Other related duties, as assigned by the Executive Director.

Essential Requirements:

- Experience in event or program planning as well as administrative experience.
- Excellent interpersonal skills and ability to interact with a wide range of individuals and groups.
- Strong organizational skills, with proven track record as an effective team member.
- Excellent communication skills (verbal and written.)
- Comfort and ability to speak in public.
- Ability to collaborate on team projects.
- Strong enthusiasm for and interest in art, architecture and design.
- Available to work weekdays, plus occasional weekends and evenings.
- Computer proficiency and experience with computers and the following software: MS Office, Google Suite, Zoom, and social media platforms.
- Valid driver's license and a vehicle (Liljestrand House is not accessible via public transportation.)

Desired Qualifications:

- Experience working with volunteers.
- Experience with basic graphic design, including computer applications such as Adobe InDesign, Mail Chimp and Word Press.
- Experience with social media.

Work Environment:

- Standard office environment with occasional work outdoors.
- Remote work is possible for portions of the job.
- Significant telephone and computer work.
- Frequent sitting, standing, walking, bending and climbing stairs with occasional lifting of up to 30 lbs.

For the right person, this is a position with growth potential.

The incumbent must be able to perform each requirement of the position as outlined in the job description. Essential Requirements are representative and are essential for satisfactory job

performance. The Work Environment characteristics are representative of those that may be encountered while on the job. The Foundation will make reasonable accommodations to enable individuals with disabilities to perform the essential functions of the position.

To Apply: Interested candidates may apply by submitting a cover letter along with a resume to info@liljestrandhouse.org with the subject line: **Program Coordinator**