



KANU O KA 'ĀINA

New Century Public Charter School

Kūlia i ka nu 'u - Strive to reach you highest

Kanu o ka 'Āina NCPCS seeks the following position for the 2023-2024 school year:

The ideal candidate perpetuates Hawaiian culture, values, practices and language in accordance with the mission and vision of the school. Applicants must have essential communication skills, be motivated, and be able to work collaboratively with the Admin team, all campus staff, and 'ohana.

Position Type: Full-time SASA for immediate hire

Location: Kanu's Kauhale Campus: 64-1043 Hi'iaka Street; Kamuela, Hawai'i 96743

Date Posted: May 2, 2023

Closing Date: May 19, 2023

Start Date: June 1, 2022

Position Summary: KANU is seeking a full-time business minded individual, that is organized and able to focus on the task at hand. Applicants must be deadline driven and respond to the school's needs in a timely manner. Responsibilities of the position include being able to effectively use problem solving skills independently and collaboratively, perform and complete clerical duties, implement efficient communication skills (both in speech and writing), navigate and operate computer-based databases, utilize various school related communication tools, and all other duties as assigned. Applicants must also have a valid driver's license.

How to Apply:

- Send a letter of interest and a resume (include at least 2 references), by mail or email before 4 pm on May 19, 2023.
 - Mail: P.O. Box 398, Kamuela Hawaii 96743
 - Email: liniy@kalo.org

Kauhale 'Ōiwi o Pu'ukapu 64-1043 Hi'iaka Street
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