



Education & Training Program Manager

Date	Supervisor	Hours	Compensation
01/01/2026	Executive Director	Full Time	\$60,000 - \$70,000

POSITION SUMMARY

This position will lead the Pacific Tsunami Museum's tsunami education and training programs, with a primary focus on the Kama'āina Initiative, our statewide program that provided tsunami preparedness education to over 2,000 students last year. Working closely with museum leadership, the position will master our content, build community partnerships, and establish sustainable program management and tracking systems, while engaging our community and the broader public through educational events, talks, community activities, and other efforts.

This role is ideal for someone who wants to build and grow an education program, not just maintain one. You'll have the opportunity to directly impact our community, connect with our history, and shape how PTM fulfills its mission to create a safer, more tsunami-resilient Hawai'i.

YOUR FIRST YEAR: BUILDING THE FOUNDATION

In your first year, you'll focus on learning PTM's tsunami education approach and taking over the day-to-day program management. This includes:

- Mastering PTM's tsunami stories, safety protocols, and educational approach through training and hands-on delivery
- Leading day-to-day Kama'āina Initiative operations, providing strategic direction to our Outreach Coordinator
- Building partnerships with schools, community organizations, and emergency management agencies statewide
- Coordinating educational materials updates, ensuring quality and accuracy
- Engaging the broader public through educational events, talks, and community activities as capacity allows
- Ensuring grant compliance and preparing reports for State Grant-in-Aid and foundation partners

KEY RESPONSIBILITIES

Program Management & Operations

Lead daily operations of the Kama'āina Initiative and broader education programs, provide strategic direction to the Outreach Coordinator, coordinate between on-site and off-site programming, track program metrics, and prepare regular reports for funders.

Partnership & Relationship Development

Build and maintain relationships with schools (particularly those in tsunami hazard zones), emergency management agencies, community organizations, and local government. Represent

PTM at community events and professional meetings. Coordinate with Hawai'i Emergency Management Agency, county civil defense agencies, and the Pacific Tsunami Warning Center.

Educational Program Development & Public Engagement

Coordinate updates to educational materials, ensuring high-quality resources that are culturally relevant and scientifically accurate. Support the updating and implementation of grade-specific curriculum aligned with the Hawai'i DOE standards. Develop and deliver educational events, talks, and community activities that engage both Hawai'i residents and visitors to the islands. Assist with planning future professional training programs for emergency responders and educators.

QUALIFICATIONS

Required:

- Bachelor's degree in Education, Communications, Social Work, Public Administration, Hawaiian Studies, or related field
- 3+ years of program management or educational program experience
- Strong project management skills with ability to coordinate multiple initiatives
- Excellent public speaking and presentation abilities
- Experience with grant reporting and compliance
- Relationship-building abilities with diverse stakeholders
- Valid driver's license and willingness to travel throughout the Hawaiian Islands
- Self-starter mindset with enthusiasm for building and growing programs

Preferred:

- Background in emergency management, disaster preparedness, or safety education
- Experience with Hawai'i Department of Education or other state agencies
- Knowledge of Hawaiian culture, history, and community dynamics
- Museum experience
- Supervisory experience
- Bilingual capabilities (Hawaiian and Japanese are preferred)

WHAT WILL MAKE YOU SUCCESSFUL HERE

- Ownership Mindset: Works independently to build and improve programs, taking proactive action rather than waiting for step-by-step direction
- Relationship-building Skills: This role is about connections and partnerships
- Cultural Sensitivity and Respect: Especially regarding Hawaiian culture
- Flexibility: Occasional evening/weekend community events
- Mission Alignment: Excitement about tsunami education, local history, community engagement, and saving lives through preparedness

WHY WORK AT PTM?

PTM is in a phase of revitalization and growth. With new state funding, we're expanding our capacity and scaling our education programs statewide. As part of our team, you'll work directly with museum leadership, have genuine input on program direction, and see the impact of your work in our community.

This role offers an opportunity to work alongside survivors, educators, emergency managers, and community leaders to shape how tsunami education is delivered across Hawai'i.

TO APPLY

Please submit a resume and cover letter to: *assoc@tsunami.org*

In your cover letter, we'd love to hear:

- What excites you about tsunami education and community preparedness?
- Tell us about a time you took ownership of a program or project
- What questions do you have about this role?

Timeline: Applications accepted on a rolling basis until the position is filled.

Equal Opportunity Statement: Pacific Tsunami Museum is committed to building a diverse team and strongly encourages applications from people of all backgrounds, especially those with ties to Hawai'i and tsunami-affected communities.