



## Maui County Food Access Coordinator Job Announcement

**Job Title:** Food Access Coordinator (Maui County)

**Reports to:** Programs Director

**Status:** Non-exempt

**Deadline to apply:** January 8, 2021, 5:00pm

### Organization Description:

Hawai'i Public Health Institute (HIPHI) is a non-profit 501c(3) organization that was established in 1996 as the Coalition for a Tobacco-Free Hawai'i to address the high rates of tobacco use in Hawai'i. In 2012, the organization moved from a singular focus on tobacco issues to a broad public health mission. Today, HIPHI's mission is to advance the health and wellness of the people and islands of Hawai'i by:

- Expanding understanding of what creates health of people and place, embracing upstream social, cultural, and environmental factors;
- Fostering partnerships among public health, health care, and other diverse sectors to improve health and wellness; and
- Cultivating programs including education, advocacy, research, capacity building and training—to improve policies, systems, and the environments where people live, learn, work, age, and play.

HIPHI's advocacy and programmatic work spans multiple issue areas, including oral health, food and agriculture, nutrition and physical activity, tobacco control and prevention, transportation and public safety, and environmental health. HIPHI has become a go-to organization for public health advocacy, education, organizing, capacity building and technical assistance.

### Position Summary:

Build collaborative capacity within Maui County's (Maui, Molokai and Lāna'i) food and commercial agriculture systems to advance high-impact systems interventions. This position will also be responsible to initiate community building efforts and develop and maintain an active community coalition within a geographic or program area in support of public health. The coalition will work on policy, systems, and environmental change to create sustainable changes around public health. This food access coordinator will work closely with the Maui County HEAL Coordinator and also work with community members, HIPHI staff, stakeholders, partners and contractors to envision, develop, coordinate, and implement related public health meetings and events as needed. The food access coordinator may also be responsible for delivery of technical assistance and training, coordinate and facilitate meetings with appropriate stakeholders, conduct research on relevant topics, craft and disseminate communications to different audiences, and document and maintain records of the program's progress and accomplishments.

**Essential Duties and Responsibilities include the following (Duties will be conducted in a virtual setting only until further notice.):**

#### **Maui County Food Access Coordination.**

As a food access coordinator this position will convene stakeholders, coordinate activities, and develop infrastructure to build community-based food systems across Maui County. The food access coordinator

stays apprised of food access efforts and makes connections where necessary and appropriate to improve food access.

- Serve as a food access resource for Maui County.
- Participate with the Food Access Coordinators network and monthly meetings.
- Implement initiatives supported by the Hawaii State Department of Health.

### **Maui Nui Food Alliance (MNFA) Management.**

In collaboration with Maui County food and commercial agriculture stakeholders:

- Support the development of a food network for Maui County.
- Build a shared understanding of the food system on a statewide and county level, specifically Maui County
- Facilitate the identification and implementation of strategic food system interventions for Maui County
- Development of a food access work plan for Maui County.
- Maintain communications between MNFA and the Healthy Eating + Active Living Coalition (HEAL) for Maui, Molokai and Lānaʻi.
- Implement initiatives supported by the Hawaii State Department of Health.

### **Healthy Eating Active + Living Coalition Collaboration.**

- Align food access efforts with the Maui County HEAL Coalition
- Work in partnership with Maui County HEAL Coalition to develop a food system plan to address sustainability and food access.
- Participate with existing networks that address food access; identify partnership and foster new relationships.
- Stay in close communication with Maui County HEAL Coalition Coordinator.
- Provide content for website presence for food access, MNFA, Maui County HEAL Coalition.
- Follow all HIPHI policies and procedures, promote and support HIPHI's organizational mission, goals, and values.
- Other duties as needed and appropriate.

### **The ideal candidate will possess:**

- A strong commitment to health equity and justice.
- Excellent interpersonal, verbal, and written communications skills and attention to detail.
- Write effectively for a broad range of audiences, including translating complicated policy issues into laypersons language.
- At least 3 years of organizing, coalition building and/or policy advocacy experience. Strong communications, policy analysis and research skills.
- Strong organizational and community outreach skills, including understanding of local communities and cultures. An ability to connect with many different kinds of organizations and constituency groups and experience working with diverse and marginalized communities.
- Diplomacy and good judgment.
- The ability to drive results and to collaborate effectively with colleagues and allies.
- Be very well organized and comfortable working in a fast paced and diverse environment.
- Ability to work independently and as a team. Be self-motivated and self-directed.
- Capacity to work in a fast-paced and changing work environment, including ability to use initiative and independent problem solving.
- Strong time management skills and ability to self-direct.
- Meeting facilitation experience.
- Technical skills including use of Apple products, Google suite (drive, docs, sheets, forms, calendar, etc.).

**Qualifications:**

- 3 years of food systems or related education, training, and/or experience
- Bachelor’s Degree required; Master’s Degree preferred.
- At least 2 years of working in Hawaii.
- Demonstrated progressive program leadership experience, including analysis, community, engagement, and project management skills.
- Excellent written & oral communication skills.

**Supervisory Responsibilities:**

- Position has the opportunity to oversee and mentor youth within the Hawai’i Food Youth Council and also other potential interns.

**Compensation:** Commensurate with experience.

**Questions:** Roella Foronda, Programs Director. Email: [Roella@hiphi.org](mailto:Roella@hiphi.org) Phone: 591-6508 ext. 5

**Applications:** Please submit the following items to [hiphi.hr@gmail.com](mailto:hiphi.hr@gmail.com):

- Cover letter
- Resume
- 3 references (of no relation to you), including name, organization, title/role, email, phone.
- Please include the title “Maui County Food Access Coordinator” in the subject line of your email.

**Application Deadline:** January 8, 2021 at 5:00 PM