



**Job Announcement**  
Updated October 2021

**Job Title:** East Hawaii Community Coordinator for Drug and Alcohol Prevention Coalition

**Reports To:** Project Director

**Status:** Non-exempt

**Deadline to apply:** October 27, 2021, 5:00PM

**Position Summary:**

The Hawai'i Public Health Institute (HIPHI) seeks an experienced community-driven individual to coordinate coalition and community building efforts on East Hawaii around public health issues including drug and alcohol prevention. This position will be stationed on the island of Hawaii (east side) and will report to the Project Director. This position will serve as a connector between multiple networks and work with other HIPHI staff to ensure coalition efforts are equally represented across the island and well organized to support coalition goals.

**Essential Duties and Responsibilities include the following:**

- Coordinate with HIPHI staff to work on community building efforts with key stakeholders in the East Hawaii area related to drug and alcohol prevention.
- Work with Project Director and local stakeholders to develop annual work plans supporting issue-focused strategies and support the work of statewide strategic efforts.
- Work with a team to develop and implement community initiative projects.
- Demonstrate leadership in broad outreach to disparate populations and provide ongoing training and technical assistance to enhance the capacity of coalition and/or network members.
- Initiates community building and actively builds grassroots networks that include youth.
- Plan and coordinate various community meetings and events.
- Prepare reports (funding related and others) and related documents as required.
- Other duties may be assigned.

**Qualifications:**

- Bachelor's degree (B.A.) from four-year college or university or an Associate's Degree from an accredited community college and/or 3 years of related experience, training, or equivalent combination of education and experience.
- 3 years experience working in public health; ideally working in or with disparate populations.
- Must be a highly motivated self-starter, self-reliant, good problem solver, results oriented.

- Experience with community building and working with coalitions and partners. Sensitive to community needs.
- Knowledge of public health issues and stakeholders in East Hawaii County.
- Strong written, verbal, problem solving, and interpersonal communications skills.
- Highly computer literate, including experience with Mac OSX, Google Suite.
- Multitask-oriented with strong project management and facilitation skills.
- Familiarity with Social Media (Twitter, Facebook, Instagram, others).
- Grant writing and reporting experience.

**Other Skills and Abilities:**

Ability to work evenings, weekends, and holidays when needed; some out of the office and inter-island travel may be required.

**Salary:** Commensurate with experience.

**Deadline to apply:** October 27, 2021, 5:00PM

**Inquires:** Please contact Rick Collins at 808-728-4656. Or via email at [hiphi.hr@gmail.com](mailto:hiphi.hr@gmail.com)

**Applicants:** Please complete an application form here: <https://form.jotform.com/210268070645048>. If selected, in-person interviews will be conducted via Zoom.