



## Job Announcement

**Job Title:** HIPHI Community Coordinator for Maui Coalition for Drug-Free Youth

**Reports To:** Director of Maui Coalition for Drug-Free Youth

**Status:** Non-exempt

**Deadline to apply:** Deadline extended. Job applications will be accepted until position is filled.

### Position Summary:

The Hawai'i Public Health Institute (HIPHI) seeks an experienced community-driven individual to coordinate coalition and community building efforts in Maui County around public health issues including drug and alcohol prevention. This position will be stationed on the island of Maui and will report to the Maui Coalition for Drug-Free Youth Director. While this coalition aims to promote drug and alcohol prevention in youth, this particular position will serve as the coordinator for the duties associated with the adult volunteers/members of the coalition and this individual will be a connector between multiple networks and work with the coalition's Youth Coordinator to support coalition goals. The position includes outreach, coordination, and leadership development of the adult coalition members in reaching the coalition's goals of implementing community-level prevention strategies that reduce drug and alcohol-related harms in the community.

### Essential Duties and Responsibilities include the following:

- Develop and facilitate an active and representative drug and alcohol prevention coalition in Maui County.
- Outreach and recruit individuals and organizations within the community to address the needs and goals of the coalition, including disparate populations and populations that experience high rates of use and associated consequences, but have historically not been involved in the decision-making and planning processes.
- Coordinate with HIPHI staff to work on community building efforts with the Maui Coalition for Drug-Free Youth.
- Work with the existing Youth Coordinator (two positions exist for Maui County) and stakeholders to develop annual work plans that support youth and adult partnerships, issue-focused, community-level strategies and support the work of statewide strategic efforts.
- Work with a team to develop and implement community initiative projects.

- Educate individuals and organizations on the harms of substance use and the public health solutions to prevent such harms (e.g., town halls, presentations, public hearings, radio & media events).
- Plan and coordinate a media strategy (social, print, TV) alongside coalition volunteers to build community readiness to take action on the priority issues.
- Provide ongoing training and technical assistance opportunities to enhance the capacity of coalition and/or network members to successfully implement the priority strategies.
- Initiates community building and actively builds grassroots and grassroots networks and ensures equitable coalition representation and equitable processes.
- 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 of 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.
- Comfort with public speaking and presenting to large groups of people.
- Experience with community building and working with coalitions and partners. Sensitive to community needs.
- Knowledge of public health issues and stakeholders in Maui County.
- Willingness to advocate on behalf of the coalition to decision makers on proposed strategies that involve policy changes.
- 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, inter-island, and continental US travel is required.

**Compensation and Benefits:**

Commensurate with experience.

Benefits at HIPHI include:

- A hybrid working environment is an option with prior discussion and approval by management.

- A collaborative work culture with flexible scheduling and promotes work-life balance.
- Laptop, virtual phone line, and other work-from-home supplies.
- 20 days of paid time off, 11 HIPHI-observed holidays, and 5 floating holidays per year.
- Medical and dental insurance (100% of premium covered for the employee; 50% coverage for spouse/family).
- Flexible spending accounts for medical, dependent care, and other eligible expenses.
- Cell phone and internet stipend.
- Opportunities to attend conferences and other professional development opportunities.
- 401K retirement plan with an employer contribution (contribution starting after 1 year of employment).
- A qualifying employer for the Public Service Loan Forgiveness (PSLF) Program, which forgives the balance of federal student loans for individuals working in public service.

HIPHI outsources HR functions to Altres Staffing, which has a number of additional benefits that would begin upon hire.

**Deadline to apply:** Position is open until filled.

**Application:** Please submit a cover letter, resume and list of 3 references to Rick Collins at 808-728-4656 or at [rick@hiphi.org](mailto:rick@hiphi.org). If selected, a full interview will be conducted.

Inquires: Please contact Rick Collins at 808-728-4656 or at [rick@hiphi.org](mailto:rick@hiphi.org).