



Job Title: Community Coordinator for Maui, Molokai, and Lānaʻi Coalition for a Tobacco-Free Hawaiʻi

Reports To: Programs Director

Status: Non-exempt

Deadline to apply: Open until the position is filled.

Geographic location: Selected staff must reside within Maui County.

Applications: Please submit an application electronically here:

<https://form.jotform.com/Foronda/maui-community-coordinator-tobacco> .

Organization Description:

Hawaiʻi Public Health Institute (HIPHI) is a non-profit 501c(3) organization that was established in 1996 as the Coalition for a Tobacco-Free Hawaiʻi to address the high rates of tobacco use in Hawaiʻi. 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 Hawaiʻi 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:

HIPHI seeks an experienced community-driven individual to coordinate coalition efforts on tobacco prevention and control for Maui County. This position will manage the [Coalition for a Tobacco Free Hawaiʻi for Maui Molokai and Lānaʻi](#). This position will be stationed on the island of Maui.

Essential Duties/Functions:

1. Develops, staffs and facilitates an active and representative coalition related to specific issues and initiatives at HIPHI. Works in multiple disciplinary areas of public health to facilitate local strategic planning processes and develops programs and activities that focus on the improvement of health outcomes in Hawai'i or in a specific geographic area or county. General goals are to address health equity and eliminate health disparities with ideal focus on vulnerable populations through strategies such as advocacy, programmatic efforts, and/or capacity building.
2. Develops and implements community initiative projects. Demonstrates leadership in broad outreach to disparately-affected populations and provides ongoing training and technical assistance in the public health area to enhance capacity of coalition members.
3. Initiates community building; provides resources and presentations to stakeholders on different public health topics; provides community members and organizations with technical support to ensure the continued expansion, diversity and effectiveness of these groups.
4. Identify, develop and maintain strategic partnerships that will support further growth and sustainability of the organization and public health program.
5. Work with all stakeholders to assist in developing short and long-term goals and develop a strategic plan. Collaborates with appropriate stakeholders, partners, agencies, and organizations on projects, task forces, and committees to accomplish strategic plan goals.
6. Enlists and develops support from members (staff and volunteers) of the community, government, private and non-profit agencies to build support and advance program effectiveness. Work collaboratively with this network to ensure implementation of the program is effective and successful.
7. Plans and coordinates meetings and events to convene community members, HIPHI staff, stakeholders, partners and contractors based on program or initiative needs.
8. Promotes sustainability of HIPHI's public health programs. Researches and develops resources, encourages in-kind contributions; prepares public and private grant applications; identifies new sources of funding and supports fund raising efforts.
9. Serves as an expert on public health policy and program needs. Stay apprised of relevant tobacco prevention and control and other public health issues.
10. Supports HIPHI's policy efforts at both local and state levels.
11. Supports HIPHI's statewide youth efforts locally ([CTFH YOUTH COUNCIL](#)).

12. Prepares reports and related documents as required.
13. Participates in training opportunities; stays current in advancements in the public health field, programs, and changes to establish and maintain credibility across various disciplinary professions. Be able to provide analysis on the impact of any changes related to HIPHI initiatives.
14. Actively builds grassroots networks. Work with the Communications Director and other HIPHI staff to develop a communication plan for the community, media, and legislative members.
15. Provides communication to different audiences as required or needed, either written or verbal communication or through presentations and through social media.
16. Manage program goals and objectives and evaluate efforts for effectiveness and areas for improvement. Participate in related evaluation strategies as required by the program or initiative.
17. Follows all HIPHI policies and procedures; promotes and supports the organization's mission/vision, goals, and values.
18. Other duties as assigned.

Supervisory Responsibilities:

May have some supervisory responsibilities or mentorship roles with youth involved with the [Maui Nui Youth Council](#), the [CTFH Youth Council](#), and other interns (if applicable).

The ideal candidate will possess:

1. Excellent interpersonal, verbal, and written communication skills and attention to detail.
2. At least 2 years of organizing, coalition building and/or policy advocacy experience. Strong communications, policy analysis and research skills.
3. Excellent organizational skills and comfort working in a fast-paced and diverse environment.
4. Strong time management skills and ability to self-direct.
5. Meeting facilitation experience.
6. Experience working with diverse communities.

Knowledge, Skills and Abilities Required:

1. Bachelor's Degree or higher preferred but not required.
2. If no Bachelor's Degree or higher attained, should have experience with networking or coalition building.
3. Ability to develop and maintain positive and productive relationships with coalition members and policy partners.
4. Understanding of advocacy, community partnership and community building.

5. Experience and ability to commit and work with diverse communities in Hawai'i.
6. Ability to respect and have sensitivity for cultural diversity.
7. Excellent computer skills, database management and record keeping.
8. Excellent oral and written communication skills.
9. Ability to work in individual and team settings.
10. Demonstrated progressive program leadership experience, including analysis, community, engagement, and project management skills.

Compensation and Benefits:

The salary for this full-time position is \$43,000.00 to \$50,000.00 annually.

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.

Questions:

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