



Job Title: Program Coordinator, Hawai'i Farm to School Hui

Reports to: Hawai'i Farm to School Hui Program Manager

FLSA Status: Non-Exempt

Type: Full-Time

Location: State of Hawai'i

To apply: Please submit a cover letter, resume and a list with three professional references to Dennis Chase at dennis@hiphi.org. Please reference in the subject line "Program Coordinator, Hawai'i Farm to School Hui"

DEADLINE: March 5, 2023 11:59PM

Organization Description:

Hawai'i Public Health Institute (HIPHI) is a statewide, 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, environmental health, and supporting community health workers. HIPHI has become a go-to organization for public health advocacy, education, organizing, capacity building and technical assistance.

Farm to School Program:

The Hawai'i Farm to School Hui (Hui) is a statewide network comprising five Island Networks and over forty public-private entities with a shared mission to strengthen Hawai'i's farm to school movement by supporting our Island Networks in the areas of capacity building, resource development and sharing, professional development, and policy development and advocacy. The Hawai'i Farm to School Hui formed in 2010 and is a program of Hawai'i Public Health Institute.

Position Summary:

HIPHI is seeking a Program Coordinator to support HIPHI's Farm to School (F2S) initiatives. This position is responsible for performing general administrative tasks and providing direct support to

ensure effective coordination of programmatic and operational activities of the Farm to School Hui (Hui) and its respective programs.

Primary Responsibilities:

Programmatic Support

- Support farm-to-school projects in Hawai'i; provide resources and presentations to stakeholders on school garden/farm-to-school issues; provide community members and partner organizations with technical support to ensure the continued effectiveness of these groups; serve as a connector between F2S initiatives across the state.
- Assist in organizing Hui leadership meetings, including logistical planning, as well as compiling and distributing meeting notes.
- Develop relationships and serve as a liaison to the Island Network coordinators and other key partners.
- Support stakeholders of the Hui in the development, implementation, and revision of the Hui's Strategic Plan.

Policy Advocacy Support:

- Support policy and advocacy efforts of the Hui and work with the Program Manager to identify annual policy priorities.
- Conduct research and prepare materials such as factsheets, infographics, or other educational information to inform policymaking, and prepare reports with summaries of Hawai'i's policies and visual representations of findings (e.g., infographics, charts).

Administrative Duties/Clerical Support

- Provide general administrative support for the Hawai'i Farm to School Hui and related programs.
- Perform general clerical duties including, but not limited to, notetaking, copying, mailing, scanning, filing, and shredding.
- Prepare HIPHI letters, documents, and additional written correspondence as necessary.
- Maintain partner and contact databases (such as mailing and contact lists of stakeholders) and membership management systems.
- Work with Farm to School Special Projects Coordinator to prepare grant applications, reports, and related documents as required.
- Work with Farm to School Special Projects Coordinator on the completion of grant deliverables, including evaluation and reporting, and maintaining productive and positive relationships related to funding and grants.
- Work with Farm to School Special Projects Coordinator on communication around farm to school, including but not limited to newsletter articles, e-blast announcements, social media content, and website material.
- Perform other duties as assigned.

Event Planning and Coordination

- Support programs with outreach and events - event planning, management and coordination, vendor arrangements, and travel logistics, including but not limited to venue arrangements, flight bookings, ground transportation, mass mailing, and other administrative tasks.

- Tracking of and communication with participants, including distribution of invitations, management of RSVP platforms, feedback, and other event tasks.
- Process management and facilitation of back-end IT support for events (knowledge of Zoom online meeting platform, Google Meets platform, or other related virtual meeting platforms).
- Writing and archiving of event documentations such as summaries and outcomes of meetings and events for all meetings leading up to an event.
- Represent HIPHI and the Hui at relevant community events and in relevant groups.

Other:

- Participate in staff meetings and support the overall work of the organization.
- Deliver excellent customer service to clients, partners and stakeholders and support organizational culture that is consistent with our work in Public Health.
- Experience writing formal reports.
- Excellent oral and written communication skills; ability to conduct public presentations.
- Ability to work evenings, weekends, and holidays when needed; willingness to travel inter-island.
- Capacity to work in a fast-paced and changing work environment, including ability to use initiative and independent problem solving.
- Strong organizational and time management skills.
- Follow all HIPHI policies and procedures; promote and support organization's mission/vision, goals and values.

Minimum Qualifications:

- Bachelor's degree and 2 years of office/administrative experience OR Associate's with 4 years of related professional experience.
- Comfort with Apple products.
- Technical skills including use of Google suite (drive, docs, sheets, slides, forms, calendar, etc.), calendar management tools, project management tools/software.
- Experience in managing/recording meetings and events information and documentation.
- Ability to work independently and as a team. Be self-motivated and self-directed.

Desired Skills and Abilities:

- A strong commitment to health equity and justice.
- Ability to think proactively, act resourcefully, anticipate organizational and/or programmatic needs, and function independently.
- Excellent time management skills; ability to multitask and prioritize work to meet time-sensitive deadlines.
- Attention to detail and problem-solving skills.
- Ability to learn new subject matter quickly.
- Experience working with diverse and marginalized communities.

Supervisory Responsibilities: This position has no supervisory roles or responsibilities.

Compensation and Benefits:

The salary range for this full-time position is \$45,000.00 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.

For any questions, please contact Dennis Chase, Dennis@hiphi.org or (808) 591-6508 ext. 17