

Community Coordinator for East Hawai'i Tobacco Free Hawai'i Island and Healthy Eating + Active Living Efforts



Job Title:	Community Coordinator for East Hawai'i (Tobacco-Free Hawai'i Island Coalition and Healthy Eating + Active Living efforts)
Reports to:	Director of Programs
Status:	Non exempt
Location:	East Hawai'i Island
Deadline	Position open until filled

About Hawai'i Public Health Institute

Hawai'i Public Health Institute (HIPHI) is a nonprofit organization 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

Hawai'i Public Health Institute (HIPHI) seeks an experienced community-driven individual to coordinate coalition and community-building efforts in Hawai'i County around public health issues including physical activity, nutrition, and tobacco prevention. There is a counterpart to this position on the west side of Hawai'i Island. This east Hawai'i position will be stationed on the east side of Hawai'i County and will report to the Programs 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

Coordinate with HIPHI staff to work on community-building efforts with existing networks in Hawai'i County including 1) a tobacco prevention and control coalition and 2) physical activity and nutrition partnerships within the county.

- Work with the West-Hawai'i community coordinator and stakeholders to develop annual work plans supporting issue-focused strategies; aligning work with the Hawai'i Statewide Tobacco Strategic Plan and the Hawai'i Physical Activity and Nutrition Plan in efforts to support existing statewide strategic efforts.
- 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.
- Initiate community building and actively build grassroots networks including youth. Plan and coordinate community meetings and events.
- Prepare reports (funding-related and others) and related documents as required.
- Help to increase awareness of health disparities, invite collaboration, and promote local efforts to build health equity.
- Other duties may be assigned.

Education, Experience, and Qualifications

- Bachelor's degree (B.A.) from a 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.
- Ability to work independently and as a team. Must be a highly motivated self-starter, self-reliant, good problem solver, results-oriented.
- A strong commitment to health equity and justice.
- Experience with community building and working with coalitions and partners. Sensitive to community needs.
- Write effectively for a broad range of audiences.
- Knowledge of public health issues and stakeholders in Hawai'i County. An ability to connect with many different kinds of organizations and constituency groups

and experience working with diverse and marginalized communities.

- Strong written, verbal, problem solving, and interpersonal communications skills.
- The ability to drive results and to collaborate effectively with colleagues and allies.
- Highly computer literate, including experience with Mac OSX, Google Suite.
- Be very well organized and comfortable working in a fast paced and diverse environment.
- Multitask-oriented with strong project management and facilitation skills.
- Familiarity with Social Media preferred (Twitter, Facebook, Instagram, others).
- Grant writing and/or reporting experience preferred.

Compensation and Benefits

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

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

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.

To Apply

Please submit a cover letter, resume/CV, and a list of three professional references to <https://form.jotform.com/Foronda/easthawaiiic2023>.

For any questions, please contact Roella Foronda, Director of Programs at roella@hiphi.org or call 808-591- 6508 ext. 5.

Hawai'i Public Health Institute is an Equal Opportunity Employer