

# COMMUNITY COORDINATOR: TOBACCO PREVENTION, HEALTHY EATING AND ACTIVE LIVING INITIATIVES



<b>Job Title:</b>	Community Coordinator for Tobacco Prevention and Healthy Eating, Active Living Initiatives
<b>Reports to:</b>	Program Manager for Coalition for Tobacco Free Hawai'i and Program Manager for Healthy Eating + Active Living
<b>Status:</b>	Non-exempt
<b>Location:</b>	O'ahu
<b>Deadline</b>	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 support community-building efforts within the City and County of Honolulu around public health issues including physical activity, nutrition, and tobacco prevention and control. This position will be stationed on O'ahu and will report to the Program Manager for Healthy Eating + Active Living and the Program Manager for Tobacco Prevention and

Control Initiatives. This position will serve as a connector between multiple networks, foster engagement with local government and state agencies as well as schools, youth-serving organizations, community-based organizations, and other stakeholders; and collectively work on grassroots and grassroots strategies to promote policy, systems and environmental changes for positive health outcomes. In addition, the position will also support community outreach efforts and initiatives for health promotion.

### **Essential Duties and Responsibilities**

Coordinate with HIPHI staff to work on community-building efforts with existing networks within the areas of 1) tobacco prevention and control and 2) physical activity and nutrition, within the City and County of Honolulu and, where appropriate, statewide.

- Work with HIPHI staff and stakeholders to develop activities that support 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.
- Work with the HIPHI policy team on local policy efforts within the City and County of Honolulu, including, but not limited to, the advancement of Vision Zero, Complete Streets, and Safe Routes to School initiatives.
- Establish relationships and work closely with City Administration, local departments and government agencies (i.e. Department of Transportation, Department of Health, Office of Planning, Office of Public Works, etc.), community based organizations, as well as other stakeholders to support policy, systems and environmental changes.
- Support State level legislative strategies around public health issues including Tobacco Prevention and Control and Health Eating + Active Living initiatives.
- Develop and implement community initiative projects.
- Demonstrate leadership in broad outreach to disparate populations.
- Initiate community building and actively build grassroots networks including youth. Plan and coordinate community meetings and events.
- Assist with the development and research of tobacco prevention and HEAL-related materials and collateral.
- Conduct tobacco prevention and HEAL-related presentations at schools and community events.
- Assist with 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 populations with high rates of tobacco use and higher rates of chronic diseases.
- 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, engagement and mobilization of partners.
- Must understand and be sensitive to various community needs.
- Write effectively for a broad range of audiences.
- Knowledge of public health issues and stakeholders related to each issue base. 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.
- Experienced and comfortable public speaker for a wide range of audiences.
- The ability to drive results and to collaborate effectively with colleagues and allies.
- Highly computer literate, including experience with Mac OSX, Google Suite.
- Well organized and comfortable working in a fast-paced and diverse environment.
- Multitask-oriented with strong attention to detail.
- Familiarity with Social Media preferred (Twitter, Facebook, Instagram, others).
- Grant writing and/or reporting experience preferred.
- Prior work with policy desired.

### 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 Kevin Ramirez at [kevin@hiphi.org](mailto:kevin@hiphi.org) or 808-591-6508 ext. 3. For any questions, please contact Kevin Ramirez, Program Manager.

### Inquiries

For any questions, please contact Kevin Ramirez, Program Manager at [kevin@hiphi.org](mailto:kevin@hiphi.org) or 808-591-6508 ext. 3.

***Hawai'i Public Health Institute is an Equal Opportunity Employer***