

PART-TIME PROGRAM COORDINATOR, HAWAII FARM TO SCHOOL HUI



Job Title:	Part-Time Program Coordinator, Hawai'i Farm to School Hui
Reports to:	Program Manager, Hawai'i Farm to School Hui
Status:	Non-Exempt
Employment Type	Part-Time
Location:	Statewide - Hawai'i

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

HIPHI seeks a Program Coordinator to oversee Farm to Early Childcare and Education (F2ECE) 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 ECE coalition and its respective programs. This position is also a part of the Farm to School (F2S) Hui team and will support other Hui programs as needed.

Essential Duties and Responsibilities

Programmatic Support:

- Facilitate monthly Farm to ECE Coalition meetings to:
 - Craft and approve agenda for the Farm to ECE Coalition meetings.
 - Provide updates on current activities;

- Facilitate discussion on future projects; and
- Coordinate professional development for members.
- Update the Farm to ECE Evaluation Plan to effectively measure Farm to ECE progress in reaching its goals and objectives and the existing Farm to ECE strategic plan.
- Maintain, update, and promote the existing online Hawaii Farm to ECE Resource Hub.
- Develop a Farm to ECE Sustainability Plan
- Attend food system and early childhood stakeholder meetings to identify and pursue local and state policy, systems, and environmental opportunities to align Farm to ECE with Hawaii's food systems and early childhood conversations and strategic planning.
- Build relationships with existing and new partners, including state agency representatives, community organizations, ECE programs, and funders, to increase understanding and support for Farm to ECE. Document partner engagement opportunities and new partnerships built.
- Develop and provide resources to facilitate statewide Farm to ECE network communication and collaboration. Resources should include materials for professional development, Farm to ECE toolkits, food procurement, and local purchasing strategies.

Administrative Duties/Clerical Support:

- Provide general administrative support for the Hawai'i Farm to School Hui and related programs as needed.
- Perform general clerical duties including, but not limited to, processing invoices, note-taking, 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 Staff to prepare grant applications, reports, and related documents as required.
- Work with Farm to School staff on completing grant deliverables, including evaluation and reporting, and maintaining productive and positive relationships related to funding and grants.
- Work with Farm to School staff 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 as needed.
- 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 documentation 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 an organizational culture that is consistent with our work in Public Health.
- 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.
- Follow all HIPHI policies and procedures; promote and support the organization's mission/vision, goals, and values.

Supervisory Responsibilities:

- Supervise Interns.
 - Design a Learning Plan that aligns with project needs and intern experiential requirements.
 - Report progress to Hawai'i Farm to School Hui Program Manager.
 - Ensure any needed paperwork is submitted to the Public Health Workforce Development Program Manager.

Education, Experience, and Qualifications**Minimum Qualifications:**

- Bachelor's degree and 2 years of office/administrative experience OR Associate's with 4 years of related professional experience.
- Experience working in early childcare and education.
- Comfort with Apple products.
- Technical skills include using Google suite (drive, docs, sheets, slides, forms, calendar, etc.), calendar management tools, and 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

Compensation and Benefits

The salary range for this part-time position is \$25,000-35,000 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. For part-time employees, holiday pay is pro-rated based on the number of hours worked per week.
- 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, 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." The deadline to apply is January 18, 2024, at 11:59 PM.

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

Hawai'i Public Health Institute is an Equal Opportunity Employer