



Position Announcement

Job Title:	Statewide Food Systems Program Manager
Reports to:	Climate Change and Resilience Director
Status:	Exempt
Location:	State of Hawai'i
Deadline	January 29, 2024
Apply	See bottom of job description. Please do not apply through the career portal.

About Hawai'i Public Health Institute

Hawai'i Public Health Institute (HIPHI) is a non-profit 501c(3) 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 issues, 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 seeks a Food Systems Program Manager (FSPM) who can contribute to the growth of the organization's food system portfolio while also focusing on promoting health equity and food security. The FSPM will help to manage existing projects related to food systems and healthy food access, while concomitantly developing this portfolio examining food systems policy priorities with a focus on increasing the health and wellness of Hawai'i residents. The FSPM will collaborate with allied partners, organizations, networks, coalitions, and others to advance shared policy goals. The position will help to create and advocate for food systems policy priorities at the local and state levels where appropriate.

This important role requires a comprehensive understanding of public health, food systems, and their connection to social determinants of health. The FSPM will play a vital role in advancing the organization's mission of improving public health and addressing the social determinants of health through a comprehensive approach to food systems.

Prior experience in program development, network or coalition building, as well as policy and advocacy, is preferred. This FSPM is expected to participate in/collaborate with coalitions that focus on food systems and food insecurity and represent HIPHI from a public health lens. This position would prioritize increasing healthy food access, and work towards having communities that are food resilient and support well-being.

Essential Duties and Responsibilities

Strategy and Thought Leadership

- Develop and implement strategies to enhance HIPHI's food system portfolio, considering Hawai'i's unique needs and challenges.
- Develop sustainability of HIPHI's food systems portfolio.
- Assess the impact of existing food programs and policies on health equity and food security and recommend improvements or new initiatives accordingly.
- Advocate for policies that address food system issues, such as sustainable agriculture, access to healthy food, and local food production.
- Provide guidance and support to internal teams working on food-related projects, ensuring alignment with organizational goals and strategies.

Project Management

- Plan, organize and coordinate project goals and activities related to Transforming Hawaii's Food System Together initiative, Health Equity 2103/Healthy Communities Hawaii, and other food system-related projects. Help to manage subcontracts related to these programs.
- Facilitate communication between team members, stakeholders and the community.
- Manage grant requirements and reporting requirements.
- Collaborate between team members both internal and external to HIPHI.

Networking, Partnerships, and Communications

- Understand Hawaii's food systems landscape, stakeholders, and networks/coalitions.
- Collaborate with various stakeholders, including government agencies, community organizations, and local farmers, to identify opportunities for promoting health equity and food security.
- Participate with existing networks/coalitions that work collaboratively towards food systems change and support sustainability initiatives in Hawaii and healthy food access. Participation with networks including, but not limited to, Transforming Hawai'i's Food System Together Initiative, networks under the Healthy Communities Hawai'i, Hui Māla'ai (Food Garden Hui), and Hawai'i Farm to School Hui.
- Develop relationships and initiate discussion among existing food system networks, as appropriate, to allow for more cohesive communication on state and county-level goals for food security efforts.
- Collaborate with community partners and food system stakeholders across multiple sectors to develop and implement education and outreach programs that promote healthy eating habits and food sustainability.

Food Systems Analysis

- Examine food systems data across sectors in Hawai'i. Understand and interpret current data collection efforts, analyze the collection mechanics and data sources, and process how data fits into a comprehensive statewide food system.
- Provide recommendations and action plans for a unified data management system (statewide).
- Examine all the populations impacted by food insecurity. Work with key partners to develop recommendations on sustainable food systems. Support the implementation of a food systems sustainability plan.

- Remain abreast of evolving issues and trends in the food systems, emergency relief and food production, consumer needs, and government policy areas.
- Conduct research and analysis on food systems, public health, and social determinants of health, staying updated on relevant trends and best practices.
- Monitor and evaluate/review the effectiveness of food system initiatives, using data-driven approaches to measure impact and identify areas for improvement.

Communication

The Program Manager will work closely with HIPHI’s Communications team to create outreach materials, factsheets/infographics, inform social media posts and website content, write and review newsletter articles, and assist with relevant policy e-blasts. May need to prepare unique materials such as factsheets or other collateral pieces to inform policy-making and prepare reports.

Supervisory Responsibilities

Oversee staff of 2103 Health Equity (Healthy Communities Hawaii Program).

- Interns, as needed.
- Other staff as the program grows.

Education, Experience, and Qualifications

To perform this job successfully, an individual must be able to perform each essential duty described above satisfactorily. The requirements below represent the required knowledge, skill, and/or ability. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Bachelor’s Degree required.
- A Master's Degree is preferred in public health, food systems, nutrition, or a related field, focusing on social determinants of health.
- At least 3 years of working in Hawai’i and an understanding of the food system landscape in Hawai’i.
- At least 2 years experience with community building.

Knowledge and Experience:

- Strong knowledge and understanding of food systems, including sustainable agriculture, food production, distribution, and access to healthy food.
- Experience in public health, preferably focusing on health equity and food security.
- Strong analytical and research skills, with the ability to interpret data and apply findings to inform strategies and decision-making.
- Excellent communication and collaboration abilities, with a proven track record of working effectively with diverse stakeholders.

- Creative problem-solving skills and the ability to think strategically about complex issues.
- Passion for promoting health equity, food security, and sustainable food systems in Hawai'i.

Computer Skills:

Proficient in utilizing word processing, Excel, MS Office, PowerPoint, desktop publishing programs, and social media tools. Comfortable with Google Suite platform and Apple products.

Certificates, Licenses, Registrations:

- Valid driver's license and access to a self-insured vehicle.
- Register as a lobbyist for local and state.

Other Skills and Abilities:

- Knowledge and understanding of how to mobilize partnerships, networks, and existing coalitions to improve health outcomes in Hawai'i.
- Knowledge and experience utilizing membership management software, Mail Chimp, or similar software.
- Ability to translate strategic thinking into action plans.
- Experience managing grants and projects and writing reports.
- Excellent oral and written communication skills; ability to conduct public presentations.
- Excellent interpersonal skills and ability to network and develop effective relationships.

Compensation and Benefits

This is an exempt position. The salary for this full-time position ranges from \$65,000 to \$75,000 depending on experience.

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 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 one 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 Roella Foronda at roella@hiphi.org with a reference in the subject line stating “Food Systems Program Manager.”

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