

Program Assistant, Hawai'i Workforce Development Initiatives



Job Title:	Program Assistant, Hawai'i Workforce Development Initiatives
Reports to:	Program Manager, Trainings and Workforce Development Initiatives
Status:	Non-Exempt
Location:	State of Hawai'i
Application:	Please submit a cover letter, resume, and a list with three professional references to this application portal: https://form.jotform.com/240568231551150 .
Deadline:	March 11, 2024 at 11:59 PM HST

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 is seeking a program assistant to support our public health workforce development initiatives. This position is responsible for performing general administrative tasks and providing direct support to ensure effective coordination of programmatic and operational activities of public health workforce development initiatives.

Essential Duties and Responsibilities

Administrative duties/clerical support

- Provide general administrative support for HIPHI's workforce development projects and initiatives. Perform general administrative duties including, but not limited to, copying, mailing, scanning, filing (electronic and hard-copy), and shredding.
- Prepare HIPHI letters, documents, and additional written correspondence as necessary.
- Prepare documents necessary for grant applications and reporting including drafting reports as needed.
- Maintain partner and contact databases (such as mailing and contact lists of stakeholders) and membership management systems.
- Perform other duties as assigned.

Events and meetings planning, management and coordination

- Support programs with webinars/workshops planning, management, and coordination which includes drafting flyers, newsletters announcements, Zoom logistics, and preparing continuing education (CE) applications, as needed.
- Knowledge with management of event logistics (i.e. preparations of preparation meeting agendas, collection and write-up of minutes, tracking of any follow-up action items and sending out reminders, distributing pre and/or post-training evaluations, certificates of attendance, and other written correspondence related to CE activities).
- Tracking of and communication with participants, including distribution of invitations, management of RSVP online platforms for participation as well as 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).

Technical support

- Management and updating project management tools utilized for project management.
- Monitor content for website and other communication tools for projects including, but not limited to, Zoom, Qualtrics, Canva, and Mailchimp.
- Back-end support for Zoom webinars and meetings.

Other

- Participate in staff and coalition/committee meetings, and support the overall work of the organization.
- Delivers excellent customer service to clients, partners, and stakeholders and is expected to support organizational culture that is consistent with our work in public health.

Education, Experience, and Qualifications

- Bachelor's degree or 2 years of office/administrative experience OR high school diploma/GED with 2 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, zoom, and project management tools/software.
- Experience in managing/recording meetings and events information and documentation.

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.
- Strong interpersonal skills and experience working with individuals from diverse backgrounds.
- Ability to learn new subject matter quickly.
- Strong organizational and planning skills.
- Excellent written and oral communication skills.

Compensation and Benefits

The salary for this full-time position is \$20.67-\$23.32 per hour plus benefits.

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

Complete the application at <https://form.jotform.com/240568231551150>. The deadline to apply is March 11, 2024 at 11:59 PM HST.

For any questions, please contact Makamae Namahoe at makamae@hiphi.org or (808) 591-6508 ext. 28.

Hawai'i Public Health Institute is an Equal Opportunity Employer