

COMMUNITY COORDINATOR FOR MAUI COALITION FOR DRUG-FREE YOUTH



Job Title:	Community Coordinator for Maui Coalition for Drug-Free Youth (2 positions open)
Reports to:	Director of Maui Coalition for Drug-Free Youth
Status:	Non-Exempt
Location:	Maui County

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

The Hawai'i Public Health Institute (HIPHI) seeks to hire 2 (two) experienced community-driven individuals to coordinate coalition and community-building efforts in Maui County to prevent and reduce the harms associated with drugs and alcohol. This position will be stationed on the island of Maui and will report to the Maui Coalition for Drug-Free Youth Director. The position duties include outreach, coordination, and leadership development of the youth and adult volunteers in reaching the coalition's goals of implementing community-level prevention strategies that reduce drug and alcohol-related harms in the community.

Essential Duties and Responsibilities

- Develop and facilitate an active and representative drug and alcohol prevention coalition in Maui County.

- Outreach and recruit youth and adult individuals and organizations within the community to address the needs and goals of the coalition, including disparate populations and populations that experience high rates of use and associated consequences, but have historically not been involved in the decision-making and planning processes.
- Coordinate with HIPHI staff to work on community-building efforts with the Maui Coalition for Drug-Free Youth.
- Develop annual work plans that support youth and adult partnerships, community-level prevention policy strategies and support the work of statewide strategic efforts.
- Educate individuals and organizations on the harms of substance use and the public health solutions to plan and coordinate a media strategy (social, print, TV) alongside coalition volunteers to build community readiness to act on the priority issues.
- Provide ongoing training and technical assistance opportunities to enhance the capacity of coalition and/or network members to successfully implement the priority strategies.
- Initiates community building and actively builds grassroots and grassroots networks and ensures equitable coalition representation and equitable processes.
- Prepare reports (funding-related and others) and related documents as required.
- 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.
- Must be a highly motivated self-starter, self-reliant, good problem solver, and results-oriented.
- Comfort with public speaking and presenting to large groups of people.
- Knowledge of public health issues and stakeholders in Maui County.
- Willingness to advocate on behalf of the coalition to decision-makers on proposed strategies that involve policy changes.
- Strong written, verbal, problem-solving, and interpersonal communication skills.
- Highly computer literate, including experience with Mac OSX, and Google Suite.
- Multitask-oriented with strong project management and facilitation skills.
- Familiarity with social media (Twitter, Facebook, Instagram, others).
- Grant writing and reporting experience.

Other Skills and Abilities:

Ability to work evenings, weekends, and holidays when needed; some out-of-the-office, inter-island, and continental US travel is required. Have access to reliable transportation, driver's license, and car insurance.

Compensation and Benefits

The salary for this full-time position starts at \$48,000 and up (annual base salary).

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, a resume and a list with three professional references to Rick Collins via email at rick@hiphi.org. Please reference in the subject line Please reference in the subject line "Community Coordinator for MCDFY." If selected, in-person interviews will be conducted on Maui Island in May and June.

For any questions, please contact Rick Collins at 808-728-4656 or at rick@hiphi.org.

Hawai'i Public Health Institute is an Equal Opportunity Employer