

SPECIAL PROJECTS ASSISTANT

Job Title:	Special Projects Assistant
Reports to:	Food Systems Program Manager and Director of Alcohol and Drug Prevention
Status:	Non-Exempt
Location:	Honolulu County/O'ahu

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 a project assistant to support two of HIPHI's initiatives: 1) Food Systems and Resiliency and 2) Alcohol and Drug Prevention. This position is responsible for performing general administrative tasks and providing direct support to ensure effective coordination of programmatic and operational activities.

Food Systems: Part of this role serves as a project assistant to support HIPHI's food systems and resiliency initiative. In a part-time role, the staff person will be responsible for performing general administrative tasks and providing direct support to ensure effective coordination of programmatic and operational activities of food systems and resiliency initiatives.

Alcohol and Drug Prevention: This role involves an understanding of federal grants processes and workflows to ensure accurate record keeping and process management. This position provides administrative support to the Director of Alcohol and Drug Prevention Programs and some

outreach communications related to the program. Other duties supporting grant reporting and payment requirements, scheduling and calendaring of meetings and events, creating various correspondence, and maintaining accurate files and database upkeep.

Essential Duties and Responsibilities

Administrative Duties/Clerical Support

- Provide general administrative support for Healthy Communities Hawaii Initiative and Alcohol and Drug Prevention Initiatives.
- Perform general clerical duties including, but not limited to, copying, mailing, scanning, filing, and shredding.
- Preparation of 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.
- General bookkeeping, tracking invoices and payments.
- Perform other duties as assigned.

Events and meetings planning, management, and coordination

- Support programs with event planning, management, and coordination; vendor coordination and travel logistics, which includes working with leads on event logistics (i.e., venue arrangements, flight bookings, ground transportation, mass mailing, etc.) and other administrative tasks.
- Knowledge of 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, arrangement of travel, coordination with venues, vendors, and suppliers related to events).
- 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).
- Writing and archiving event documentation such as summaries and outcomes of meetings and events for all meetings leading up to an event.

Technical support

- Management and updating project management tools utilized for project management.
- Monitor content for the website and other communication tools for Healthy Communities Hawaii and Alcohol and Drug Prevention Initiatives.
- Coordination and back end support for Zoom events and meetings.
- Coordinates with the Communications Director in updating, editing and uploading relevant and new information to HIPHI's website, program websites, and social media postings (i.e. Facebook, Instagram, and Twitter).

Federal and state grants support

- Maintain files and databases.
- Coordinate related meetings and assist with meetings.
- Coordinate travel logistics including, but not limited to, booking flights, transportation, and accommodations for all staff and community members.
- Assist with the initial preparation of invoices including, but not limited to, gathering and preparing all documentation.

Other:

- Participate in staff meetings, and regular funder meetings, and support the overall work of the organization.
- Delivers excellent customer service to clients, partners, and stakeholders and is expected to support an organizational culture that is consistent with our work in Public Health.
- Other duties as required.

Supervisory Responsibilities:

This position has no supervisory roles or responsibilities.

Education, Experience, and Qualifications

Educational experience: An undergraduate degree or higher in public health, public health administration, or a related field is required. A Master's degree in public health or communication is preferred, or two years of related professional experience is acceptable.

Other preferred experience: Two to three years of previous experience working in the nonprofit sector, including writing and communications, project management, grants administration, data and information management, and skills in coordinating complex projects, is highly desirable.

Desired Skills and Abilities:

- A strong commitment to health equity and justice.
- Strong level of professionalism and inclusiveness with internal and external clients, along with a broad knowledge of business standards and etiquette.
- 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 - \$23.08 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

Please submit a cover letter, resume, and a list with three professional references to Roella Foronda, Programs Director, at HRinfo@hiphi.org. Please reference in the subject line “Special Projects Assistant.”

For any questions, please contact Roella Foronda at roella@hiphi.org or 808-591-6508 ext. 5.

Hawai'i Public Health Institute is an Equal Opportunity Employer