

## STATEWIDE YOUTH COORDINATOR

<b>Job Title:</b>	Statewide Youth Coordinator for CTFH
<b>Reports to:</b>	CTFH Program Manager
<b>Status:</b>	Exempt
<b>Location:</b>	Oahu

### 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 (CTFH) 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.

HIPHI is committed to promoting diversity, equity, and inclusion in all aspects of our work. We encourage applications from individuals of all backgrounds, identities, and experiences. Join us in our mission to create a healthier, nicotine-free future for Hawaii's youth.

### Position Summary

The Coalition for a Tobacco-Free Hawaii, a program of the Hawaii Public Health Institute (HIPHI), seeks a passionate and driven Statewide Youth Coordinator to mentor a diverse youth council representative of youth from across the state. The Youth Coordinator will focus on recruiting and engaging youth, including priority populations such as but not limited to Native Hawaiians, Filipinos, LGBTQ+, and those from low socioeconomic backgrounds, to advocate for policies aimed at reducing nicotine use and exposure to secondhand smoke at county and state levels. The Youth Coordinator will grow, inspire, and empower youth leaders through peer-to-peer training and

advocacy initiatives. The goal is to affect positive change in their communities and contribute to the mission of creating a nicotine-free Hawai'i.

## Essential Duties and Responsibilities

1. Youth Council Development:
  - Lead the recruitment, selection, and retention of diverse youth members for the statewide youth council.
  - Provide ongoing support, mentorship, and training to youth council members to build their leadership skills and advocacy capacity.
  - Ensure that the youth council is inclusive and representative of Hawaii's diverse population, including Native Hawaiians, Filipinos, LGBTQ+, and those from low socioeconomic backgrounds.
  - Coordinate with Island Coordinators in recruiting and engaging youth from Kauai, Oahu, Maui, Molokai, Lanai, and Hawai'i Islands.
2. Peer-to-Peer Training:
  - Develop, organize, and implement training programs for youth council members on tobacco control policies, advocacy strategies, public speaking, and leadership development.
  - Coordinate peer-to-peer training sessions to equip youth leaders with the knowledge and skills necessary to engage their peers and community members in tobacco prevention efforts.
3. Advocacy at County and State Levels:
  - Collaborate with local coalitions, community organizations, and government agencies to advocate for evidence-based tobacco control policies at county and state levels.
  - Support youth council members in planning and executing advocacy campaigns, including organizing events, conducting meetings with policymakers, and mobilizing community support.
  - Monitor legislative developments related to tobacco control and engage youth advocates in grassroots advocacy efforts to influence policy decisions.
4. Community Engagement and Outreach:
  - Facilitate community outreach activities to raise awareness about the harmful effects of tobacco use and the importance of tobacco prevention and cessation efforts.
  - Engage with schools, youth-serving organizations, and community groups to promote youth involvement in tobacco control initiatives and recruit new members for the youth council.
5. Data Collection and Reporting:
  - Collect, analyze, and report data on youth engagement, advocacy activities, and program outcomes to measure the impact of youth-led initiatives.
  - Maintain accurate records of youth council activities, attendance, and achievements to ensure accountability and transparency.
  - Support quarterly reporting for tobacco program-related funding streams.

## 6. Collaboration and Partnership Building:

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- Cultivate partnerships with key stakeholders, including government agencies, nonprofit organizations, schools, and healthcare providers, to support youth-led tobacco control initiatives.
- Participate in state and local coalition meetings, relevant conferences, and networking events to share best practices, resources, and opportunities for collaboration.
- Collaborate with national organizations such as the Coalition for Tobacco-Free Kids and Truth Initiative, as appropriate.

## Supervisory Responsibilities:

- Supervise CTFH contractors as needed.
  - Conduct frequent check-ins, review progress reports, and provide feedback and assistance as needed.
  - Report progress updates to CTFH Program Manager
- Supervise Interns.
  - Design a Learning Plan that aligns with project needs and intern experiential requirements.
  - Report progress to CTFH Program Manager.

## Education, Experience, and Qualifications

### Minimum qualifications:

- Bachelor's degree in public health, social work, youth development, or a related field (or equivalent experience).
- Minimum of 2 years of experience working with youth, preferably in a leadership or advocacy role.
- Knowledge of tobacco control issues, policies, and evidence-based interventions.
- Excellent communication, facilitation, and interpersonal skills.
- Ability to work independently and collaboratively in a fast-paced environment.
- Familiarity with Hawaii's diverse communities and cultures.
- Comfort with Apple products.
- Technical skills include using Google Suite (drive, docs, sheets, slides, forms, calendar, etc.), calendar management tools, online communication platforms such as Zoom, and project management tools/software.
- Proficiency in using social media communication tools.
- Ability to work independently and as a team. Be self-motivated and self-directed.
- Valid driver's license and access to reliable transportation (travel required within the state).
- Ability to work some weekends and evenings when youth are available to meet.

## Preferred Qualifications:

- Experience working with priority populations, including Native Hawaiians, Filipinos, LGBTQ+, and individuals from low socioeconomic backgrounds.
- Familiarity and comfort with community organizing, grassroots advocacy, and coalition building.
- Experience in program development, evaluation, and grant management.

## Compensation and Benefits

The salary range for this full-time position is \$50,000 to \$60,000 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 prorated 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 Kevin Ramirez at [Kevin@hiphi.org](mailto:Kevin@hiphi.org). Please reference in the subject line "Statewide Youth Coordinator for CTFH." The deadline to apply is May 31, 2024, at 11:59 PM. For any questions, please contact Kevin Ramirez at [kevin@hiphi.org](mailto:kevin@hiphi.org) or (808) 591-6508 ext. 03.

***Hawai'i Public Health Institute is an Equal Opportunity Employer***