

# STATEWIDE COALITION COORDINATOR FOR THE HAWAII ALCOHOL POLICY ALLIANCE



<b>Job Title:</b>	Statewide Coalition Coordinator for the Hawai'i Alcohol Policy Alliance
<b>Reports to:</b>	Project Director
<b>Status:</b>	Non-exempt
<b>Location:</b>	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 community-oriented individual with strong community organizing skills. HIPHI seeks to hire a full-time Statewide Coalition Coordinator for the Hawai'i Alcohol Policy Alliance, a program of HIPHI. This position develops and maintains an active statewide coalition to implement science-supported public health approaches to community-level alcohol prevention. This includes changing systems and policies that impact public health as it relates to state-level alcohol policies that occur at the state legislature. The position also seeks to ensure all statewide policy campaign efforts are coordinated and communicated well among partners and coalition members.

## Essential Duties and Responsibilities

### Statewide coalition coordination

- Coordinate and implement key overarching goals for the Hawai'i Alcohol Policy Alliance (HIAPA, hereinafter referred to as Coalition) around state-level alcohol policy prevention efforts.
- Staffs and facilitates an active and representative statewide coalition. Works in multiple disciplinary areas of public health specifically drug and alcohol prevention to facilitate local strategic planning processes that focus on science-support and best-practice public health prevention strategies for a comprehensive alcohol prevention program through, but not limited to, such strategies as advocacy, policy development, programmatic efforts, and capacity building.
- Enlists and develops support from members (staff and volunteers) of the community, government, private and non-profit agencies to build support and advance program effectiveness. Engages, convenes and provides updates, as needed, to these members and keeps them informed and engaged.
- Demonstrates leadership in broad outreach to diverse communities; provides ongoing training and technical assistance in alcohol prevention to enhance capacity of the Coalition members. Facilitates one-on-one meetings, listening sessions, and key informant interviews with various stakeholders and key leaders in the community.
- Organizes and holds regular Coalition meetings, committees and/or advocacy work groups to coordinate the development and implementation of an annual work plan; facilitates and tracks activities and meetings. Develops, produces, and disseminates alcohol prevention resources and data specific to policy priorities; prepares reports on progress on strategic plan.
- Organizes statewide support for key policy goals. Activities include organizing rallies, facilitating media briefs, town hall meetings, organizing meetings with lawmakers and community leaders, organizing neighbor island attendance at key meetings/hearings, public speaking and providing written and verbal testimony to lawmakers, when needed. Organize a statewide action alert system for policy advocacy.
- Works with HIPHI Staff to ensure programs are cohesive and coordinated.
- Promotes sustainability; researches and develops resources, encourages in-kind contributions, and prepares public and private grant applications; identifies new sources of funding.
- Participates in training opportunities; stays current in drug and alcohol prevention issues and maintains credibility across various disciplinary professions.
- Initiates community-building with grassroots and grassroots individuals and organizations to support campaign priorities; provides resources and presentations to stakeholders and/or the public on current alcohol prevention topics.
- Utilizes and participates in communications of the Coalition, including website updates, social media engagement, and earned media engagement.

### Reporting

Works with HIPHI staff and Project Director to ensure reporting is seamless and on time. Prepares reports and related documents, as required. Administers surveys; produces and disseminates alcohol prevention resources and collateral, materials/data to enhance community drug and alcohol prevention program planning, as needed to promote the program.

### Other

- Follows all HIPHI policies and procedures; promotes and supports the organization's goals and values.
- Other duties as assigned.

## **Education, Experience, and Qualifications**

### Education or Experience

A bachelor's degree in public health or a related field and a minimum of three years experience in community-based organizing, worked/volunteered with coalitions, or experience with community-based programs in Hawai'i preferred. Any combination of education and experience that demonstrates the ability, skills, and knowledge to perform the duties.

### Skills and Knowledge

- Possess community organizing skills
- Knowledge of program planning, methods, and quality improvement
- Excellent oral and written communication and interpersonal skills
- Ability to provide positive effective leadership and coaching skills
- Excellent computer skills, database management/record keeping
- Ability to work in social media platforms
- Ability to speak publicly and present to large groups of people
- Demonstrate respect and sensitivity for cultural diversity
- Ability to work and complete assignments independently and as team member
- Strong familiarity with drug and alcohol prevention; partnership building and grant writing

## **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](mailto:rick@hiphi.org). Please reference in the subject line “Statewide Coalition Coordinator for HIAPA.”

For any questions, please contact Rick Collins at 808-728-4656 or at [rick@hiphi.org](mailto:rick@hiphi.org).

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