

# PROGRAM COORDINATOR, HAWAII FARM TO SCHOOL INITIATIVE



<b>Job Title:</b>	Program Coordinator, Hawai'i Farm to School Initiative
<b>Reports to:</b>	Program Manager, Hawai'i Farm to School Initiative
<b>Status:</b>	Non-Exempt
<b>Employment Type</b>	Full-Time
<b>Location:</b>	Statewide - Hawai'i

## 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.

## Farm to School Programs

The Hawai'i Farm to School (F2S) statewide coalition consists of five Island Networks and over forty public-private entities with a shared mission to strengthen Hawai'i's farm to school movement in the areas of capacity building, resource development, professional development, and policy development and advocacy. Hawai'i Farm to School coalition formed in 2010.

## Position Summary

HIPHI seeks a Program Coordinator to oversee various Farm to School initiatives. This position is responsible for performing general administrative tasks and providing direct support to ensure effective coordination of Hawai'i Farm to School programmatic and operational activities.

## Essential Duties and Responsibilities

### **Programmatic Support:**

- Support Hawai'i Farm to School goals and objectives;
- Host frequent virtual meetings to support team building, planning efforts, and program implementation.
- In collaboration with F2S members, identify specific strategic opportunities for farm to school and food system initiatives (as appropriate and identified by membership);
- Identify and seek partnerships, funding, and other resources available to advance identified strategic opportunities and support the sustainability of F2s;
- Support the professional development of F2S staff and members:
- Collect, store, and manage all relevant documents and information related to the F2S
- Collaborate with partners on F2S-driven interventions (as appropriate and relevant);
- Support farm-to-school projects in Hawai'i; provide resources and presentations to stakeholders on school garden/farm-to-school issues; provide community members and partner organizations with technical support to ensure the continued effectiveness of these groups; serve as a connector between F2S initiatives across the state.
- Assist in organizing F2S leadership meetings, including logistical planning, as well as compiling and distributing meeting notes.
- Develop relationships and serve as liaison to Island Networks and other partners.
- Support stakeholders of the F2S in the development, implementation, and revision of its Strategic Plan.
- Support F2S policy and advocacy efforts and work with the Program Manager to identify annual policy priorities.
- Conduct research and prepare materials such as factsheets, infographics, or other educational information to inform policy making, and prepare reports with summaries of Hawai'i's policies and visual representations of findings (e.g., infographics, charts).

### **Administrative Duties/Clerical Support:**

- Provide administrative support for Hawai'i Farm to School coalition and related programs.
- Perform general clerical duties including, but not limited to, processing invoices, note-taking, copying, mailing, scanning, filing, and shredding.
- Prepare HIPHI 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.
- Work with Farm to School staff to prepare grant applications, reports, and related documents as required.
- Work with Farm to School staff on completing grant deliverables, including evaluation and reporting, and maintaining productive relationships related to funding and grants.
- Work with Farm to School staff on communication around farm-to-school, including but not limited to newsletter articles, e-blast announcements, social media content, and website material.
- Perform other duties as assigned.

### **Event Planning and Coordination:**

- Support programs with outreach and events - event planning, management and coordination, vendor arrangements, and travel logistics, including but not limited to venue arrangements, flight bookings, ground transportation, mass mailing, and other administrative tasks as needed.

- Tracking of and communication with participants, including distribution of invitations, management of RSVP platforms, feedback, and other event tasks.
- Process management and facilitation of back-end IT support for events (knowledge of Zoom, Google Meets, or other virtual meeting platforms).
- Writing and archiving of event documentation such as summaries and outcomes of meetings and events for all meetings leading up to an event.
- Represent HIPHI and F2S at relevant community events and in relevant groups.

#### **Other:**

- Participate in staff meetings and support the overall work of the organization.
- Deliver excellent customer service to clients, partners, and stakeholders and support an organizational culture that is consistent with our work in Public Health.
- Excellent oral and written communication skills; ability to conduct public presentations.
- Ability to work evenings, weekends, and holidays when needed; willingness to travel inter-island.
- Follow all HIPHI policies and procedures; promote and support the organization's mission/vision, goals, and values.

#### **Supervisory Responsibilities:**

- Supervise Farm to School contractors as needed.
  - Conduct frequent check-ins, review progress reports, provide feedback and assistance as needed.
  - Report progress updates to F2S Program Manager
- Supervise Interns.
  - Design a Learning Plan that aligns with project needs and intern experiential requirements.
  - Report progress to Hawai'i Farm to School Program Manager.

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

##### **Minimum Qualifications:**

- Bachelor's degree and 2 years of office/administrative experience OR Associate's with 4 years of related professional experience.
- Experience working in education.
- Experience working with high school students.
- Comfort with Apple products.
- Technical skills include using Google suite (drive, docs, sheets, slides, forms, calendar, etc.), calendar management tools, and project management tools/software.
- Experience in managing/recording meetings and events information and documentation.
- Ability to work independently and as a team. Be self-motivated and self-directed.

##### **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.
- Ability to learn new subject matter quickly.

- Experience working with diverse and marginalized communities.

### Compensation and Benefits

The salary range for this full-time position is \$45,000-52,000 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 pro-rated 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 Dennis Chase at [Dennis@hiphi.org](mailto:Dennis@hiphi.org). Please reference in the subject line “Program Coordinator, Hawai’i Farm to School Initiative.” The deadline to apply is June 24, 2024, at 11:59 PM. For any questions, please contact Dennis Chase at [Dennis@hiphi.org](mailto:Dennis@hiphi.org) or (808) 591-6508 ext. 17.

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