

Helping Hawai'i Live Well

Job Description

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| Position Title: Maui Community Coordinator | Date: 4/17/17 |
| Department: N/A | FLSA Status <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt |
| Reports To: Executive Director | Subordinates: N/A |

Primary Responsibilities: Under the supervision of the Executive Director, is responsible for coordination and implementation of the agency's programs and activities on Maui.

Essential Duties:

- Fiscal management according to agency policies and procedures: overseeing project budgets, assisting in fiscal management of projects, coordinating purchasing, regularly reporting grant-related expenses to the ED.
- Coordinate activities and events, including fundraising, community outreach, tabling, trainings, presentations, conferences
- Provide volunteer orientation and training for ongoing projects
- Create, maintain and organize program and project files, printed materials and presentations
- Maintain and expand community partnerships and relationships
- Facilitate agency-led coalitions and represent the agency on relevant community coalitions
- Conduct trainings related to the agency mission
- Manage grants related to training, including budgeting, data collection, outcome measurement, and reporting requirements
- Assist Executive Director with program reporting (including tracking of objectives and outcomes), planning, and grant-writing.
- Representing the agency at community events and meetings, including preparation of materials
- Recruit for, engage, and manage the Maui Advisory Board.
- Participate in implementation of agency communication plan, including social media posts and management of agency social media accounts
- Assist the public by responding to Finding Help calls.

Other Duties:

- Research issues related to mental health to be used in agency projects and grant-writing
- Assist with other agency projects as assigned.
- Participate in agency meetings and contribute to an office culture of acceptance, collaboration, compassion, and wellness

Working Conditions: Most work will be done indoors with air-conditioning but some work will be conducted without air-conditioning and also outdoors for community events.

Work Hours: generally Monday through Friday, 8:30 am to 5:00 pm with some evenings, weekends and Neighbor Island travel (40+ hours per week)

Equipment Use: Requires use of computer and Microsoft Office applications (Word, Powerpoint, Publisher, Excel, Outlook) as well as email, general internet and other computer applications such as Prezi and Skype. Also uses a projector for presentations.

Mental and Physical Demands: Requires occasional lifting and moving of program supplies (up to 30 lbs) and driving personal vehicle to events and training sites. Position can sometimes have a heavy emotional demand due to interaction with the public, trainees and partners who may share their experiences with mental illness and trauma.

Communication Demands: Position requires a high degree of communication skill, both verbal and written. The Maui Community Coordinator must be engaging, clear, and focused with coworkers, partners, and the public.

Minimum Qualification Requirements: Bachelor's degree or graduate degree in a field related to MHAH's mission (social work, public health, education, psychology, counseling, etc). Experience in education, social services, community organizing or mental health. Demonstrated commitment to and skills in collaboration, community relations, facilitation. Demonstrated commitment to social justice, policies of inclusion, and understanding and compassion for people living with mental health issues.

NOTE: The above information on this description has been designed to indicate the general nature and level of work performed by an employee in this classification. It is not to be interpreted as a comprehensive inventory, or all duties, responsibilities, and qualifications of employees assigned to this job. Management has the right to add to, revise, or delete information in this description. Reasonable accommodations will be made to enable qualified individuals with disabilities to perform the essential functions of this position.