

Papa Ola Lokahi

POSITION DESCRIPTION:	Program Specialist (engagement & data)
TYPE:	1.0 FTE (full time), At Will, Exempt
FUNDING SOURCE:	
HALE:	Mauli Ola Malamalama/Workforce
RESPONSIBLE TO:	Alaka'i, Director of Workforce (Mauli Ola Mālamalama)
SPECIAL NOTE:	

POSITION SUMMARY:
The responsibilities of this position include supporting the workforce development activities of the Mauli Ola Mālamalama Hale of Papa Ola Lōkahi. A significant responsibility of this position includes assessing the current needs of Hawaii's workforce and working with partners to address those needs. In addition, the position will work directly with the Alaka'i and other members of the hale.

ESSENTIAL RESPONSIBILITIES:
<p>Workforce Innovation:</p> <ol style="list-style-type: none"> 1. Leads efforts related to assessing the workforce needs of Hawaii 2. Collects data for research and evaluation activities related to department activities 3. Leads data analysis for workforce initiatives 4. Manages and updates appropriate data systems 5. Provides data visualization for partners 6. Assists Director with annual impact report and grant requirements
<p>Engagement:</p> <ol style="list-style-type: none"> 1. Convening workforce stakeholder meetings 2. Facilitate health professional meetings 3. Disseminates information related to programs of Mauli Ola Mālamalama 4. Represent the program in the community at events which involve the dissemination of program information and responding to inquiries about the program.
<p>Application Support:</p> <ol style="list-style-type: none"> 1. Provides application support to programs of Mauli Ola Mālamalama 2. Provide educational and career resources to applicants and awardees 3. Convene monthly leadership workshop in conjunction with contractor
<p>Administrative Support:</p> <ol style="list-style-type: none"> 1. Complete monthly report(s) 2. Provides administrative support to include establishing, maintaining, and updating recipient files and records; completing and submitting required reports; and responding to all routine telephone or email inquiries as indicated by agency procedures. 3. Complies with the operations of the Mauli Ola Malamalama in accordance with the federal guidelines and requirements and in accordance with program objectives. 4. Follows agency policies and procedures in compliance with government, funder and corporate requirements and policies.

NON-ESSENTIAL RESPONSIBILITIES:
Working Conditions: Work associated with this position will be managed both in-person and remotely based on external circumstances that are continually reviewed. Office-based work is in an environment where other administrative and program staff share a large open-planned room with

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individual offices. Work is almost always in-doors and the director requires the skills needed to work with a range of people from different backgrounds. Weekend hours and neighbor islands' travel may be required.

Work Hours: Normal working hours 8:00am-5:00pm (including 60 minutes lunch). Weekend hours may be required for training events, health education events and conferences.

Equipment Use: Familiar with computers, photocopies, fax machines, telephone and messaging systems and other generalized office equipment. He/She will be competent with a range of software including MS Word, Excel, PowerPoint and any other programs that may be relevant to their area of business.

Mental, Physical and Communication Demands: Travel during the day may be necessary to attend meetings in other locations and out-of-state travel is required to attend meetings that are deemed mandatory by a funder, e.g., Health Resource Service Administration (HRSA). Essential; sitting, walking, weight up to 25 pounds; carrying the usual weight of 5 pounds up to 20 pounds; reaching above, at and below shoulder level; repetitive arm/hand motions. Occasional: climbing stairs, twisting body, pushing/pulling. Operates computer printer, copier, facsimile machine, typewriter, telephone and other office equipment.

EXPERIENCE AND QUALIFICATIONS

1. Bachelor's degree in public health, communications, or policy
2. Three (3) years of experience working with Native Hawaiian population
3. Strong analytical, report writing and communication skills.
4. Communicate effectively with agency management and staff, program scholars, staff of post-secondary educational institutions and federal agencies.
5. Able to operate standard office equipment including the phone, fax, copier, scanner and personal computer.
6. Must have excellent computer skills and experience with MS Office Pro Word, Excel, Access, and Outlook (e.g. email, calendar, contacts, and tasks), as well as skills to learn and utilize other computer software programs as required.
7. Demonstrated knowledge of Native Hawaiian health.
8. Demonstrated knowledge of the workforce needs of Hawaii.

Preferred Qualifications

1. Master's degree in public health, communications, or policy
2. Ability to collect, analyze, and disseminate data in a meaningful way to partners
3. Knowledge of customized database environments (e.g., structure, input, maintenance and programming) is strongly desired, as well as skills to learn and utilize other computer software programs as required.

Authorized/Approved By:

Signature:

Papa Ola Lokahi

Date:

I,

acknowledge receiving this job description.

Signature:

Date:

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.