



PO Box 89455, Honolulu, HI 96830

www.hawaiigoodfoodalliance.org

Position Description: `Aiaola, Food is Medicine - Program Manager

Organization: Hawaii Good Food Alliance

Location: This position is based on O`ahu with a hybrid work schedule, required to be in the office three days a week.

Position Summary:

The `Aiaola Program Manager at Hawaii Good Food Alliance will play a pivotal role in developing and overseeing innovative food security programs, initiatives, and educational opportunities aimed at increasing food equity and food literacy, with a specific focus on improving the health outcomes of Native Hawaiian and historically underserved populations. The incumbent will collaborate closely with community partners, government entities, and stakeholders to advance the organization's mission within the local context.

Essential Functions:

Program Development:

1. Collaborate with the Managing Director to cultivate a network of partners and collaborators focused on food access, food justice, food sovereignty, health outcomes, and community development, with a keen awareness of local cultural nuances.
2. Represent the organization at local, state, and national events to forge new connections for potential collaboration and funding opportunities.
3. Establish and maintain strong relationships with community organizations and government entities to amplify the impact of food equity initiatives.
4. Support the Managing Director in identifying and pursuing funding opportunities that align with the organization's goals.
5. Provide assistance to the Managing Director in data collection and grant writing efforts.
6. Stay informed about hunger and food equity issues, as well as local social services and resources, to inform program development.
7. Participate in the planning, implementation, and evaluation of FIM programs, events, workshops, and special activities.
8. Engage in community outreach and program recruitment efforts by representing the organization at various community events.

Project Management:

1. Lead multifaceted projects by defining program objectives, goals, and policies to ensure alignment with organizational priorities.

2. Analyze program data to identify trends and opportunities for enhancing program service delivery.
3. Ensure timely and accurate implementation of grant-specific activities, adhering to specified timelines.
4. Monitor and manage internal and external reports as required to fulfill grant requirements.
5. Maintain compliance with all standards and guidelines established by regulatory authorities.

Staff Oversight:

1. Assist in recruiting and providing training to staff, interns, AmeriCorps members, and volunteers involved in project activities.
2. Provide direct supervision, development coaching, feedback, and performance management processes for assigned personnel.
3. Adhere to information privacy laws to protect the confidentiality and integrity of protected health information.

Qualifications:

Education/Experience:

1. Bachelor's Degree or equivalent experience, preferably in nutrition, dietetics, community food systems, equity/social justice, public health, or related field.
2. Demonstrated interest and knowledge of local community food systems, particularly within Native Hawaiian and historically underserved communities.
3. Experience working with diverse populations, including recipients of public benefits.
4. Understanding of systemic inequities contributing to food access and justice issues.
5. Strong project management and evaluation skills.

Job Knowledge/Skills:

1. Familiarity with the culture and lifestyle of local communities, particularly in the context of Hawaii.
2. Proficiency in Microsoft Word, Excel, and CRMs.
Preferred experience in managing health plan contracts and processing referrals and reimbursements through health care providers
3. Excellent interpersonal and customer service skills.
4. Ability to understand, record, and report data collected for grant reporting purposes.
5. Strong communication skills (written and verbal) with attention to detail.
6. Capacity to assess, prioritize, and manage multiple tasks simultaneously.
7. Initiative, creativity, and ability to cope with stressful situations calmly.
8. Professionalism, warmth, acceptance, sound judgment, and emotional stability.
9. Comfort working with diverse populations.
10. Knowledge of community resources and ability to access them.

Preferred skills/experience:

1. 1115 Waiver FIM Programming: Experience developing and managing FIM programs under the 1115 Waiver with knowledge of Medicaid policy.
2. Pilot FIM Programming: Proven ability to design, implement, and evaluate pilot FIM programs with data-driven refinements.
3. CME Development & Implementation: Expertise in creating and delivering accredited CME programs for healthcare professionals.
4. Training, Research, and Dissemination: Strong background in conducting research, developing educational materials, and leading training sessions on FIM.
5. Managing FIM Administration Team: Leadership experience in managing a multidisciplinary team and optimizing project workflows.
6. Establishing and Expanding Partnerships: Skilled in building strategic partnerships with DHS/Medicaid, local health plans, and community organizations.

This position offers a unique opportunity to make a meaningful impact on food equity and health outcomes within Native Hawaiian and historically underserved communities in Hawaii. The selected candidate will join a dynamic team dedicated to advancing social justice through food access and nutrition initiatives.

Salary Range: \$72,000 - \$80,000

Application Instructions: Please submit your resume and cover letter to Hana@hawaiigoodfoodalliance.org.