

# Community Relations Coordinator

Date: February 10, 2024

Company: The Episcopal Church in Hawai'i

Industry: Nonprofit organization

Location: Maui, HI

Status: Full-time, Exempt

Salary: \$65,000 per year

**REPORTS TO:** Bishop of The Episcopal Church in Hawai'i

**PRIMARY PURPOSE:** To help to ensure that the interests of Episcopal entities on Maui are heard and represented with various government agencies and other outreach organizations, and to coordinate communications with the Diocese and The Episcopal Church.

**DESCRIPTION:** As a Community Partnership Coordinator, you will play a key role in developing and maintaining strategic partnerships between Episcopal entities on Maui and other relief and government organizations. You will be responsible for staying up to date with the rapidly changing policies from the government entities and how it impacts the rebuilding of affected Diocesan properties, and relationship and mutual support with agencies and government entities with The Episcopal Church. This role requires strong communication skills (especially listening and empathy), networking abilities, and a passion for community development.

**HOURS:** Monday through Friday 8 am – 4 pm, and evening and/or weekend hours as needed.

## RESPONSIBILITIES

- Be the Diocesan representative in land reclamation efforts
- Communicate and coordinate activities with the Diocese and other Episcopal organizations on Maui
  - Participate in meetings with and report on long-term recovery program to the Bishop, Diocesan governance groups, and to funding organizations where appropriate
  - Work with an administrator to ensure follow through of projects
- Networking and Relationship Building
  - Attend community events, meetings, and networking functions to ensure the Diocese has the most up to date information relating to the rebuilding and relief efforts
  - Cultivate and maintain positive relationships with existing partners through regular communication and collaboration.
- Partnership Development
  - Research and identify potential community partners, including non-profit organizations, businesses, government agencies, educational institutions, and other stakeholders.
  - Reach out to prospective partners to establish relationships and explore collaboration opportunities or areas where help is needed

## QUALIFICATIONS

### Education and Experience:

- A Bachelor's degree or equivalent work experience

- Proven ability in establishing and maintaining community partnerships
- Proven ability in facilitating conversations between opposing groups/demanding personalities
- Strong communication skills, both verbal and written.
- Ability to work independently and as part of a team in a fast-paced environment.
- Passion for community building and social impact.
- Proven ability in facilitating conversations between opposing groups/demanding personalities

**General Requirements, Skills and Aptitudes:**

- Awareness and understanding of Hawaiian history, language, and culture (or willingness to seek learning opportunities); an ability to give voice to and incorporate Native Hawaiian perspectives in the course of relief effort planning and execution
- Possess a Hawaii Drivers license with no moving violations
- Ability to remain compassionate in the face of frustration, anger, and despair
- High level of professionalism, diplomacy, and discretion in matters involving confidentiality

**Language Skills:**

- The ability to read, write, and speak English is required
- The ability to clearly and effectively communicate via email and over the phone

**Computer and Office Equipment Skills:**

- Ability to utilize Microsoft Office Suite at a basic level or better
- Ability to use Adobe Acrobat Pro, especially e-signatures
- Ability to use Zoom

**Physical and Mental Requirements:**

- Spend long hours sitting and using office equipment and computers
- Lift supplies and materials from time to time (approximately 35 lbs)

**Background Check**

Because this person will be working with sensitive information, a background check will be required and must be passed.

**AAP/EEO Statement**

The Episcopal Church in Hawai'i provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or gender.

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.