

POSITION ANNOUNCEMENT

HEALTH AND FOOD SECURITY ADMINISTRATIVE COORDINATOR



Reports to: Director of Health and Director of Food Security

Term: Half-time (20 hours per week), non-exempt, term-limited position ending December 31, 2027

Location: Based in Hawai'i, primarily virtual with limited travel to support in-person events in the state

Apply By: Sunday, July 24, 2022 at 11:59 PM Hawai'i Standard Time

ABOUT THE STUPSKI FOUNDATION

Hawai'i and the San Francisco Bay Area are home to culturally rich and rooted communities—across urban cities, rural areas, and neighbor islands—each with their own unique history, values, wisdom, and vision for the future. But too many members of our communities, especially people of color, face systemic barriers that disproportionately impact their lives. We believe in the strength of these communities, and the importance of building systems that serve them equitably and responsively, and we are committed to doing our part. That is why the Stupski Foundation is spending all our assets this decade to ensure that our communities thrive today—and for future generations—in the places we call home in Hawai'i and the San Francisco Bay Area.

The Foundation supports organizations in Hawai'i and San Francisco and Alameda Counties that work across four issues:

- Early Brain Development (EBD): so every child has an equal opportunity to thrive.
- Food Security (FS): so everyone has access to the food they need to live an active, healthy life.
- Postsecondary Success (PSS): so every youth is equipped to pursue a life and career that fulfills them.
- Serious Illness Care (SIC): so everyone has the health care and support to live out the remainder of their lives with comfort and dignity.

The connections between the foods we grow and eat, the networks that prepare the next generation for the future, and the systems that support our health are vital to our overall well-being. By investing in community-led initiatives and collaborative systems change across these areas, we believe Hawai'i and the San Francisco Bay Area can become places where everyone enjoys a life marked by dignity, connectedness, and caring.

ABOUT THE ROLE

We are looking for a reliable, flexible, detail- and relationship-oriented professional to support our program teams working in health and food security. The Health & Food Security Administrative Coordinator (“Coordinator”) will report to the Director of Health and Director of Food Security, assisting them and the teams’ Program Officers. The level of support will initially be higher for the Health team (EBD and SIC), and will vary over time. As a spend down foundation, our staffing needs are greater currently and will decrease as we proceed toward the end of the foundation's life. As such, this is a temporary, time-limited position supporting our program teams from now until December 31, 2027. This role requires living in Hawai'i and having existing understanding and appreciation for the local context in Hawai'i.

Specifically, the Coordinator will provide calendar, email, travel, event, and clerical support to the Program Officers and Directors for the Health and Food Security teams in Hawai'i and California. There are currently

three staff members working on health and one working on food security, and we anticipate more hiring in the food security team. As our program work is heavily relationship-driven, the Coordinator's primary responsibilities will be helping to manage the calendar, correspondence, and documents needed to ensure we make the most out of our external meetings. Understanding of the local context in Hawai'i is therefore crucial to advance our work.

Each of our issue areas holds an ambitious vision guiding its program work. In FS we believe all communities have the right to dignified, nutritious, equitably produced, affordable, and culturally relevant food—good food is the foundation for thriving, healthy communities. In EBD we envision young children insured by Medicaid being on an equal developmental trajectory as their higher-income peers. In SIC, success is ensuring that people with serious illness receive the care that they want and are free of unnecessary suffering, and we focus on closing racial disparities in care in California and neighbor island disparities in Hawai'i.

The Coordinator will be instrumental in helping the Foundation's Program Officers to implement ambitious grantmaking strategies. Our ability to build trust with partners doing the work in Hawai'i and California will depend in large part on the Coordinator's work supporting the Foundation's Health and Food Security Program Officers and Directors. External relationships take time and attention to detail to cultivate, and a motivated, professional Coordinator can provide tremendous leverage in advancing the Foundation's mission in that way. The position has the following responsibilities:

Responsibilities

- Coordinate and calendar in-person and virtual meetings and events for staff and others
- Draft correspondence, including follow-up emails and thank you notes
- Enter contacts, correspondence, and grantee partner check-in notes into Salesforce
- Provide clerical support, including document review, editing, formatting, printing, filing, scanning, and note-taking
- Manage documents and files via Google Drive
- Manage receipts and expenses via Expensify
- Draft forms required for grant administration
- Conduct background research on issues and organizations, as preparation for external meetings
- Arrange travel, which includes researching locations, planning itineraries, booking tickets and lodging, and planning gifts where appropriate
- Coordinate and oversee small events, which includes identifying and booking venues, sending invitations, distributing materials, and managing logistics day-of

A successful Coordinator possesses the following competencies and qualifications:

Qualifications & Competencies

- At least 5 years of experience as an administrative assistant or in similar capacity is required
- Experience supporting multiple individuals in an organization
- Ability to work well under limited supervision in a virtual environment
- Reliable, flexible, and self-motivated, with a high degree of attention to detail
- Excellent organizational and time management skills, including the ability to set and meet deadlines and prioritize between multiple projects going on at once
- Excellent written and verbal communication skills

- Strong interpersonal skills, with the ability to maintain confidentiality and professionalism
- Strong working knowledge of Google Calendar, Google Docs, Google Drive, Google Slides, Salesforce, and Zoom
- Ability to work during standard business hours of approximately 9:00 am - 1:00 pm Hawai'i Standard Time, Monday through Friday, though the position may require flexible hours for scheduled events

Compensation

This position will pay \$42.00 per hour and include a comprehensive benefits package.

ABOUT THE APPLICATION PROCESS

To apply, email a cover letter, resume and list of three references (candidates will be notified in advance of any outreach to your references) to HealthAndFSCoordinator@stupski.org on or before 11:59 p.m. Hawai'i Standard Time on Sunday, July 24, 2022, noting the following additional instructions:

- Use the subject line: Health & Food Security Administrative Coordinator Application
- Please remove any reference to academic institutions from which you obtained any degree, if applicable. You should still list any degrees without reference to the school. State the type of degree conferred, for example: "Bachelor of Arts in History." This helps us limit bias in our review process.
- As part of your cover letter please address the questions, "why are you interested in this role and what motivates you to do your best work?"
- Submit Microsoft Word or PDF files only. A single, combined PDF file is preferred.

Questions? Contact the hiring team at HealthAndFSCoordinator@stupski.org with the subject line "Hiring Question". We will aim to respond to your question within two business days.



The Stupski Foundation strives to foster a diverse, equitable, and inclusive culture focused on continuous learning and welcomes individuals with work and lived experiences in the issue areas and communities we seek to serve. The Foundation does not discriminate in employment opportunities or practices on the basis of race, color, religion, national origin, age, size, sex, sexual orientation, marital status, disability, or any other characteristic protected by law and is an employment-at-will company.