

*Our **vision** is a community where the people of Hawai‘i are treated with dignity, compassion and love throughout their lives.*

*To make that vision a reality, our **mission** is to weave a lei of caregiving and support so that the people of Hawai‘i facing serious illness can live in the place of their choice, with relief of pain and suffering, and according to their values, beliefs and traditions.*

JOB DESCRIPTION

Title: Advance Care Planning Coordinator
Reports To: Executive Director
FLSA Status: Exempt

Summary: Kōkua Mau is seeking an Advance Care Planning (ACP) Coordinator to develop and coordinate multiple projects, work with Kōkua Mau member organizations and local coalitions, and coordinate public outreach efforts on advance care planning.

Specific duties and responsibilities include the following

Education and Community Outreach (70%)

- Creates detailed project work plans to operationalize goals and objectives of multiple projects and modifies work plans as appropriate.
- Coordinates the work with Kōkua Mau project partners to monitor and achieve work plan milestones and deliverables.
- Collects and reports evaluation data on program effectiveness. Coordinates ACP activities, including Speakers Bureau (Let’s Talk Story Program).
- Support and develop Neighbor Island outreach of Speakers Bureau.
- Answers questions for public and professionals via email and phone.
- Stays up to date on ACP activities nationally and locally.

Communications (20%)

- Develops ACP outreach and program materials for specific groups, such as business, faith communities, and community groups.
- Leads Kōkua Mau working groups, as indicated, including committee to update and create additional education materials.
- Assists in providing content for the Website, e-newsletter, and social media to publicize Kōkua Mau activities.
- Liaison to national task forces including the Conversation Project.

Administration (10%)

- Works closely with Executive Director to ensure a quality work product, including identifying problems and challenges in a timely manner.
- Regularly reports on project progress, deliverables and accomplishments to Executive Director, project partners and funders as requested.

- Organizes and facilitates all meetings and calls directly related to the work plan and transcribes notes as necessary.
- Supports fundraising efforts as needed.
- Attend phone
- Meetings and share updates.
- Performs other duties as assigned.

Education and experience

- This position requires at least a Bachelor's degree in Health Sciences or Administration, Public Health, Social Sciences, Public Policy, or related field or related field or equivalent work experience; experience working in the healthcare field; working knowledge of end-of-life, palliative care, advance care planning, public health, or health policy; and at least five years of program management experience, including implementing grant-funded projects.
- Must be highly motivated.
- A graduate degree, non-profit work experience, and experience developing grant proposals are highly desirable.

Specific skills

- Works independently
- Interacts professionally with diverse individuals and multicultural populations.
- Excellent communication, public speaking, and interpersonal skills
- Ability to lead projects
- Strong writing, proofreading and editing skills
- Strong organizing, time management and planning abilities
- An understanding of grant reporting and evaluation
- Computer literacy and knowledge of MS Office Suite
- Familiarity with using Social Media sites such as Facebook and Twitter
- Ability to work collaboratively with a wide variety of individuals and organizations, including healthcare professionals, healthcare facilities, consumers, consultants, and funding agencies
- Ability and willingness to occasionally work irregular hours, including nights, weekends and overnight travel, is required.

Working conditions

- Full time, Employee will need to have a Flexible schedule
- HealthCare Benefits
- Must have own transportation

Physical and Mental Requirements:

With or without reasonable accommodations(s), the essential functions of this position require certain physical and mental abilities. These abilities include, but are not limited to: sitting, standing, walking, bending, stooping, pushing, pulling, lifting (up to 25 lbs.), typing, writing (in English), reading (English), speaking (English), seeing, hearing, driving, basic mathematical calculations, problem solving, reasoning, composition, and decision-making. Work shifts are normally Monday through Friday during normal business hours but ability to travel overnight is required. Flexibility in assuming responsibilities, multi-tasking, ability to handle constructive feedback and a strong interest in problem solving are key mental qualities for success in this position.

<http://kokuamau.org/about-us/careers>