



## Hawaii Wildfire Management Organization

*Protecting Hawaii's Communities and Natural Resources from Wildfire*

### POSITION DESCRIPTION

<b>Position Title</b>	<b>Wildfire Collaborations Program Manager</b>
<b>Location</b>	85-95% remote, 5-15% HWMO office or local events
<b>Hours</b>	40 per week, no less than 35 on average
<b>Pay rate</b>	Hourly, starting at \$28-\$32/hour
<b>Anticipated job term</b>	Long-term position, subject to funding availability
<b>Start Date</b>	February 15, 2023 (or as soon as position is filled)
<b>Reports to</b>	Co-Executive Directors

### ABOUT THE ORGANIZATION

The Hawaii Wildfire Management Organization ([www.hawaiiwildfire.org](http://www.hawaiiwildfire.org)) is a 501(c)(3) nonprofit organization based in Kamuela, HI on Hawaii Island. The organization works to protect communities and natural resources from wildfire through outreach, education, hazard reduction and land-use planning projects. We serve as the state's primary hub of collaborative wildfire activities in the Hawaii-Pacific Islands region. We work proactively with partners and stakeholders to achieve our mission through a strong emphasis on collaboration, partner-building, and multi-partner solutions, and technical rigor.

### POSITION SUMMARY

The Hawaii Wildfire Management Organization (HWMO) seeks an experienced community-driven individual to coordinate coalition- and network-building efforts across Hawai'i and the Pacific around issues related to wildfire outreach/education, wildfire planning, and mitigation/risk-reduction action. Although this position is a remote position, the individual must be a Hawaii resident and will report to HWMO's Co-Executive Directors.

This position will serve as a connector across land-ownerships and stakeholder groups (residents and property owners, land/resource managers, elected officials, community groups, and county/state/federal agencies) and will work with other HWMO staff to ensure collaboration efforts are being mobilized and sustained over time. This position involves getting to know many partners and perspectives in order to adequately serve their wildfire needs. *This is a hub position within a hub organization for Hawaii and the Western Pacific, so strong organization, timely and positive communications, reliable task completion, and a collaborative and cooperative*



*disposition are essential.* The right candidate is someone who thrives in a program facilitation role, enjoys supporting the learning, growth and relationship-building among diverse people, and desires to have a long-term role and impact.

Duties will include being the point of contact for HWMO's many collaborative groups, scheduling and hosting virtual and in-person meetings, facilitating collaborative project planning, coordinating guest speakers and teachers, and encouraging productive dialogue among diverse participants toward common goals. The Wildfire Collaborations Program Coordinator will make sure all group participants' inquiries are answered, all meetings are planned, facilitation guides and slides are developed, all meeting notes are sent to participants, and all group-determined actions are carried out (both internally within HWMO and with partners). These tasks, along with a caring disposition, strong people skills, careful planning and organization, and lots of written communications, are what will ensure collaborative wildfire efforts across Hawaii and the Pacific can carry forward into long-term, effective, collaborative action.

The Wildfire Collaborations Program Manager will operate at a leadership level, ensuring projects within the assigned program area(s) are completed according to the approach of HWMO, the expected timelines and budgets, and with a high level of technical quality. With the Executive Directors, they will be responsible for seeking, securing, and managing funds, as well as monitoring progress, developing programmatic reports, and managing both tasks and staff, as needed. They will independently develop, track, and complete all necessary tasks to achieve the assigned commitments and goals.

The person best suited for this position will have strong interpersonal skills, proven project, and time management skills, and the ability to make sound decisions in a complex and multi-objective, multi-partner environment. They must be strong project leaders who can execute leadership tasks and carry projects forward while simultaneously practicing the humility and open-mindedness necessary to facilitate the co-development of ideas and plans within each group and with HWMO supervisors and staff.

### **MINIMUM QUALIFICATIONS**

- Bachelor's Degree and 4 years of professional experience or equivalent combination of education and experience in a related field
- Personal connection to, and knowledge of, the people and places of Hawaii and/or the Western Pacific
- Experience being the point of contact for a program with many participants and an expectation for timely, positive, and consistent communications
- Experience planning and managing complex projects independently



- Ability to effectively prioritize and execute a large number of activities with minimal supervision
- Experience with designing, coordinating, and facilitating in-person and/or virtual events (meetings, workshops, conferences)
- Experience facilitating and/or moderating groups
- Experience developing, scheduling, and posting social media and website content
- Ability to use web- and cloud-based workspaces such as Google Suite and Zoom
- Ability to develop spreadsheets, presentations, narrative documents, and outreach materials (examples may be requested)
- Strong oral and written communication skills
- Ability to work in a team environment (team player, excellent interpersonal skills, flexible, reliable, and positive)
- Ability and willingness to travel to neighboring islands and the continental USA and beyond, as needed
- Experience developing relationships and maintaining a high level of communication with remote team members that are geographically dispersed
- Have a high attention to detail

## **DESIRED QUALIFICATIONS**

Preference will be given to applicants with some or many of the following qualifications:

- Strong experience in wildfire-related initiatives, emergency management, or community or grassroots programming
- Strong interest in wildfire and climate change resilience programming
- Proven ability to facilitate multi-party project planning and learning opportunities
- Strong experience designing meetings and workshops, carrying out all aspects from planning and coordinating, to communications and follow-up tasks
- Strong experience building connections within and across diverse groups of people via community organizing, partner-building, or similar (networking and network weaving)
- Strong experience facilitating and/or moderating discussions in real time among people with diverse perspectives and styles, to make progress toward a common goal (training in facilitation techniques desired)
- Strong interpersonal skills that support working independently as well as with small and large teams and with an array of team styles and modes (flexible and adaptive)
- Strong understanding of local communities in Hawaii as demonstrated through time spent working and/or living in Hawaii
- Strong understanding of Hawaiian culture, communities, ecosystems, and ecology as demonstrated through time spent living, working, and/or studying in Hawaii



- Open to experimentation, learning, growing, and envisioning creative next steps, both as a professional and as part of an organization that needs to stay at the leading edge of our field for the benefit of partners and stakeholders (and environments and communities) across Hawaii and the Pacific.

## KEY RESPONSIBILITIES

The primary areas of responsibility for the Wildfire Collaborations Program Manager include the following:

### Building strong partnerships and collaboration

- **Partner coordination.** Develop strong relationships with individual partners and the entities for whom they work. Develop and steward new relationships with additional relevant partners as appropriate. Coordinate among diverse partners and players to achieve the committed deliverables as well as respectful relationships among participants.
- **Facilitating collaboration.** Initiate cross-boundary network/collaborations-building and actively build collaborations that cross land ownership within specific geographic areas. Use best practices for facilitation, positive and clear communication, consideration/respect for diverse perspectives and goals, and emotional intelligence to encourage multi-partner cooperation, collaboration, and relationship-building. Co-develop annual work plans with the collaborations, and assist them in planning and executing the work plans.

### Achieving program and project goals and deliverables

- **Task execution.** Ensure all committed deliverables and overall program goals are achieved according to timelines and budget. Because HWMO is a small organization, in some cases, the tasks will be carried out entirely by the program manager. In other cases, the program manager will be responsible for managing staff, volunteers, and other contributors to achieve the deliverables. Task will range from administrative tasks to project tasks.
- **Staff management.** Manage, support, and guide staff assigned to specific projects within the program manager's focal program area(s).
- **Time management.** Utilize time efficiently and effectively toward committed deliverables. Ensure all tasks are completed with enough time for team review before deadlines.



Provide anticipated schedule of program milestones and anticipated project task completion dates to Executive Directors and communicate when changes occur.

### **Managing program administration**

- **Planning.** Create long- and short-term program and project plans, including setting targets for milestones and adhering to deadlines. Research and propose ongoing and next-level activities and partnerships for the program area, based on organizational and program goals.
- **Funding.** Assist in securing funds to further the goals/achievements of the program(s) and organization.
- **Budget management.** Track financial status of each project and work with bookkeeper and Executive Directors during reporting cycles to properly report financial status to funders.
- **Program analysis and reporting.** Track project activities and deliverables and develop programmatic reports for funders and HWMO Executive Directors and Board.

### **Representing HWMO, the program and its projects:**

- **Representing HWMO.** Serve as a point of contact for the program and the projects that fall within the assigned program area. Stay current with all activities, HWMO objectives, and best practices in the field, to ensure that accurate, up-to-date, and helpful information is shared.
- **Communications.** Serve as lead for sharing information via newsletters, social media, and other outreach communications about HWMO programs and initiatives. The position is most aware of all HWMO partners are working on and accomplished, and will be expected to keep partners and the public up to date on what is planned and/or achieved.

### **Organizational Sustainability & Other Duties as Assigned**

The staff of the HWMO are required to be strategic problem-solvers with the ability to nimbly jump in and participate in any variety of tasks or duties that help move HWMO forward. The Wildfire Collaborations Program Manager may help develop report summaries, participate in presentations to partners and/or elected officials, assist with grant and agreement reporting, assist with narrative development for grant proposals and may assist the HWMO's program area leads with field work related to project set-up and design. The staff are committed to working as a team, stepping in and pulling weight when and where needed.



## **Specific Tasks**

### **Primary Task 1 - Collaborative Learning and Action Groups**

Wildfire working and learning groups are emerging as an important part of the collaboration and risk reduction work that HWMO is helping to support. For working groups, people are coming together to work on fire issues collaboratively, in some cases by working together to address their shared concerns for the same geographical area or because they are in the same sector. In the case of learning groups, there is great interest from various stakeholders in learning more about new or pressing topics, so HWMO is coordinating sets of learning groups around that particular topic in limited sessions. Finally, HWMO leads the day-to-day activities for the Hawaii Firewise Network, which is the most formal of all of our collaborative groups. The Wildfire Collaborations Program Manager will aid in the Hawaii Firewise Network gatherings and learning initiatives as part of the collection of groups being facilitated.

Assisting the Co-Directors with these groups will be a primary role of the Wildfire Collaborations Manager Program Manager position. Responsibilities will include:

- Helping to plan virtual and in-person gatherings, to include planning the agenda, dates, approach, facilitation style and guide, guest speakers, etc.
- Leading the advertising, inviting, reminding, and follow-up communications for each of these gatherings, groups, and events
- Hosting, presenting, and facilitating discussions as appropriate
- Assisting those who are gathered to discuss, share, and coordinate toward goals
- Connect people as needed to resources, people, and information
- Develop rapport and trust with all participants, become a resource for them individually and collectively; serve as HWMO's ambassador (which requires knowing the organization and all the info products, partners, and opportunities)
- Facilitating the conversation and meeting activities toward the goals of the meeting and group
- Assisting with note-taking, closing out the meeting, sending the notes to the group for review and finalizing, and following up as committed to items discussed with each group

### **Primary Task 2- Collaborative Wildfire Communications**

HWMO communicates with our partners in several ways- via website, email, newsletter, wildfire communications multi-partner listserv, and social media. The position will assist and/or lead these efforts. Responsibilities include:

- Gathering, creating, scheduling, and posting social media
- Assisting with website updates
- Assisting with the development of new fact sheets and outreach materials
- Assisting with the creation and sending of newsletters and other partner communications



- Assisting with the scheduling and coordinating of radio PSAs, press conferences, and more as related to the Wildfire and Drought Lookout Campaign
- Attending outreach events and sharing information with the public (via tent and table, etc.)

### **Other Details**

This position is designed as a remote position. While performing the duties of this job, the employee is regularly required to use a computer (provided) and phone (personal). A high-speed internet connection, maintained by the employee, is required. Furthermore, the person selected for the job will need to secure a workspace conducive to their workstyle and duties. There are remote office and cell phone stipends available to offset costs (see benefits section below). If the selected candidate is located near Kamuela, Hawaii there can be physical office space available at the HWMO office in Kamuela. However, the team within which this position will work may be a partially-fully remote team with members on several islands.

This position is eligible for flexible work arrangements. Availability during typical business hours of 9-5:00 pm HST with occasional evenings and weekends is strongly preferred, as the job is focused on providing interactive support for people in Hawaii and across the Pacific, and the employee must be available at the times that work for our constituents.

All HWMO staff are required to be fully vaccinated against COVID-19. Proof of receiving one of the vaccines approved in the U.S. (Pfizer, Moderna, or Johnson & Johnson) shall be condition of employment and must be provided prior to starting work.

### **Wages and Benefits**

- The starting wage will be \$28-\$32/hour, commensurate with experience
- The position is eligible for the following benefits:
  - Employer-sponsored HMSA health coverage (medical, dental and vision). Employees may elect to add dependent coverage (costs covered by employee).
  - 10 days of paid vacation leave per year for the first 2 years (hours are accrued based on actual hours worked and increase based on employment longevity).
  - 5 days of paid sick leave per year following a New Employee Orientation period (90 days).
  - 9 paid holidays per year
  - Work-from-home stipends (\$50/month)
  - Retirement plan (Simple IRA) after the first 12 months of employment (HWMO matches up to 3% of the employee's annual compensation)
  - Computer provided



## **TO APPLY**

Interested applicants should send a cover letter and resume with at least 3 references via email to [directors@hawaiiwildfire.org](mailto:directors@hawaiiwildfire.org) by 5:00 pm HST on **February 5, 2023**. Interviews will take place approximately the third week of February. The ideal candidate will start early March, 2023. For questions about this job description, you may email us by Noon HST on February 3, 2023. *No phone calls please.*

*Hawaii Wildfire Management Organization (HWMO) is an Equal Opportunity Employer. It is HWMO's policy to recruit, hire, and provide opportunities for advancement in all job classifications without regard to race, color, religion, sex, national origin, age, citizenship, marital status, sexual preference, parental status, or disability.*