




## Job Description

**JOB TITLE:** Project Coordinator  
**PROGRAM:** Ho`okele Coalition  
**REPORTS TO:** Program Director  
**TYPE OF POSITION:** Non-Exempt

**APPROVED BY:**  **DATE:** 4/22/2026  
Executive Director

### SUPERCEDES JOB DESCRIPTION DATED: 9/23/2021

**I. JOB SUMMARY:** Under the direct supervision of the Program Director the Project Coordinator position is a grant funded position of the Drug Free Communities Program Grant. The Project Coordinator is responsible for providing coordination for the day-to-day operation of the DFC grant, working under the direction of the Program Director.

### II. QUALIFICATIONS/REQUIREMENTS:

- An undergraduate degree in marketing/media, public relations, public health, behavioral sciences or related field; or equivalent professional experience with community coalition building preferred.
- Beneficial to have knowledge and experience in the prevention of substance use to include risk and protective factors, best practices and evidence-based strategies.
- Experience in human service delivery as it relates to youth, families, and community collaboration.
- Proven written, oral communication, dynamic public speaking and social media skills.
- Efficient in community team building and developing and maintaining partnerships.

### III. ESSENTIAL JOB FUNCTIONS:

**Essential functions** include, but are not limited to the following:

- In collaboration with Ho`okele Coalition members, the Project Coordinator supports the coordination and implementation of substance use prevention activities aligned with the Drug Free Communities (DFC) grant and coalition action plan.
- Facilitate ongoing coalition operations, including maintaining member engagement, tracking Membership Agreements and Community Involvement Agreements (CIAs), and supporting overall coalition organization and communication.
- Coordinate and support the implementation of evidence-based prevention programming, including the Too Good for Drugs curriculum in school-based or after-school settings, ensuring proper scheduling, communication, and tracking.
- Assist with planning, coordination, and execution of key community events and outreach efforts, including but not limited to: (Project Grad, Parent and Child Fair, Back to School Bash, Youth nights and coalition-led events).
- Support youth engagement efforts, including assisting with Youth Council activities, youth recruitment, and participation in prevention-focused initiatives.
- Coordinate coalition activities such as training, surveys, outreach efforts, and other programming that support implementation of the coalition's strategic action plan.
- Support coalition meetings by assisting with logistics, preparation of materials, note-taking, and follow-up communication including meeting minutes and updates.

- Facilitate communication within the coalition and the broader community through email, newsletters, social media, and other outreach platforms.
- Collaborate with community partners including schools, local government, businesses, healthcare providers, and community-based organizations to strengthen prevention efforts and partnerships.
- Assist with collection, organization, and reporting of data to support program evaluation, grant requirements, and data-driven decision-making.
- Contribute to reporting efforts by compiling program updates and supporting documentation for stakeholders and funding agencies.
- Build and maintain positive relationships with community partners to support program goals and coalition sustainability.
- Support coalition efforts related to policy, systems, and environmental change strategies, including assisting with education, outreach, and coordination of initiatives such as alcohol access reduction, compliance efforts, and community awareness.
- Attend and participate in required training, meetings, and professional development opportunities.
- Perform other duties as assigned to support the overall success of the Ho‘okele Coalition and grant-funded initiatives.

**IV. OTHER JOB FUNCTIONS:**

- Performs all other duties deemed necessary.

**V. WORKING CONDITIONS:**

- **Environment:** Air-conditioned office setting, community and residential settings, occasional outdoor settings. Off island travel is required.
- **Equipment Use:** Computer, telephone, and all standard office equipment.
- **Work Hours:** Normal business hours are Monday through Friday, 8:30 a.m. to 4:30 p.m.; however, flexibility is required based on program and community needs. This position includes occasional evening and weekend work to support events, trainings, and coalition activities. A minimum of one to two in-office workdays per week is required to support collaboration, planning, and program operations. Remaining work hours may be completed in the community or remotely, as appropriate and approved.

**VI. PHYSICAL DEMANDS:** Work in an office setting; occasional driving; occasional flying; occasional overnight travel; frequent sitting; frequent computer use. Occasional lifting and carrying up to 20 pounds.

**VII. MENTAL DEMANDS:** Frequent work under pressure, or deadlines, frequent decision-making, use of judgement and discretion.

**VIII. COMMUNICATION DEMANDS:** Frequent reading and writing required; requires ability to interpret written and oral needs/requests of others; moderate, effective oral (in person and telephonically) communication required. Relates well and works cooperatively with different ethnic groups and be sensitive to the cultural, language or dialect, financial, and educational diversity of colleagues and consumers.

**IX. OTHER:** Must have access to a vehicle, and if driving, must have a valid driver’s license, a safe and responsible driving record, and a minimum of \$100,000 bodily injury liability coverage on personal auto(s).

This job description is intended to indicate the kind of tasks and levels of work difficulty that will be required of the position given the title **Project Coordinator** and shall not be construed as declaring all the specific duties and responsibilities. It is not intended to limit or in any way modify the right of the supervisor to assign, direct, and/or control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

Employee’s Acknowledgement \_\_\_\_\_ Date \_\_\_\_\_