



County of Hawai'i Planning Department Job Posting for Disaster Recovery

Position Title:	Manager for Disaster Recovery Community Engagement and Collaboration
Department:	Planning
Reports To:	Disaster Recovery Officer
Job Type:	This position is exempt from civil service. Employment will be through contract.
Duration:	Temporary up to four years, with the possibility to extend based on the availability of funding and the County's business needs.
Salary Range:	\$62,136 - \$75,788 Annually
Benefits:	This position provides for benefits including, but not limited to, medical insurance, paid leave, retirement, and overtime as regulated by applicable collective bargaining agreements and any federal or state laws.

Duties Summary:

This position directs and coordinates community engagement and collaboration across community stakeholders in support of implementation of disaster recovery projects and initiatives.

Duties and Responsibilities:

- Develop and implement collaborative actions with stakeholders from the County and communities impacted by the 2018 Kīlauea eruption to advance the implementation of the Kīlauea Recovery and Resilience Plan and related projects.
- Lead the engagement of external strategic partners, including community organizations, homeowner associations, foundations, universities, public agencies, finance organizations, and technical assistance providers with the goal of establishing partnerships across a range of initiatives.
- Establish and maintain effective working relationships and communication with staff of the County Recovery Team, County departments and agencies, other governmental agencies, members of the public, and community groups
- Utilize stakeholder analysis and manage knowledge of community relationships, assets and priorities to advance specific recovery strategies and initiatives; and to evaluate, refocus or pivot community engagement strategies and priorities.
- Serve as a senior member of the team leading the County's Revitalize Puna initiative and the work of the Resilience Capacity Areas.
- Plan, coordinate and engage in community outreach and education, including meetings, strategic convenings, and presentations in support of recovery efforts.
- Oversee continuity between community engagement and communications activities through shared understanding and messaging, documentation, and both internal and public-facing collateral materials that reflect community goals, objectives, strategies, plans, and implementation progress.
- Assist with grant development, grant management and reporting, as may be required.



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- Understand and interpret agency functions, regulations, policies, and procedures.
- Perform other related duties as required.

Preferred Qualifications:

- A combination of education and experience substantially equivalent to graduation from an accredited college or university with a baccalaureate degree in social science, communications, human services, urban and regional planning, public administration, or a related field.
- At least five (5) years of professional experience with any combination of program management, community and economic development, community engagement, urban planning, housing, communications, public administration, social work, and/or public finance.
- Experience in project management which includes building systems that enable collaboration and communications; and the coordination of cross-departmental initiatives and planning processes.
- Experience with meeting management and team process facilitation.
- Experience conducting research and data analyses, and presenting information and recommendations to superiors, peers, and the public.
- Experience with organizing community meetings virtually and in-person.
- Exceptional written and verbal communication skills.
- Demonstrated ability to prioritize tasks, exercise judgement and take initiative to organize assignments.
- Proficient with standard office computer software; experience with standard office equipment.
- Experience working with government and community agencies is desirable.

Application Deadline:

There is no application deadline; however, we encourage interested applicants to apply as soon as possible.

To apply for this position please submit cover letter, resume, and references by email to douglas.le@hawaiicounty.gov.

If an applicant is interested being considered for multiple positions currently being recruited for, please discuss your candidacy for each position in the cover letter. Applicants do not need to submit multiple applications to be considered for different positions available.