



Hawaii Foodbank Job Description

Job Title	Disaster Strategy Coordinator
Department	Programs
Reports to	Vice President of Strategy & Programs
FLSA Status	Full-time
Approved Date	April 2025

POSITION SUMMARY

The **Disaster Strategy Coordinator** leads and manages collaborative efforts that enhance Hawai'i Foodbank's capacity to deliver disaster response services and build long-term community resilience. This role focuses on strategic partnerships, particularly in emergency and disaster response, as well as broader food security initiatives across the state. The coordinator will work with county, state, and federal government agencies and nonprofit partners to foster strategic alliances, ensuring alignment with Hawai'i Foodbank's mission and goals. The role also collaborates with internal teams on disaster preparedness, food distribution logistics, and community engagement projects, while playing a key role in organizational strategy development.

The **Disaster Strategy Coordinator** must demonstrate an active commitment to the mission of Hawai'i Foodbank and maintain a high level of professionalism and strategic thinking in all aspects of their work.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- **Strategic Collaboration:** Build and maintain strong relationships with local, state, and national partners, including government agencies, Feeding America, and VOAD (Voluntary Organizations Active in Disaster) to improve food security initiatives. Must be able to effectively interface across the entire leadership and management hierarchy with disaster response partners.
- **Disaster and Emergency Response Leadership:** Lead internal planning for disaster and emergency response, coordinating the development of a comprehensive, organization-wide emergency response plan. Arranges disaster response conference calls, in-person meetings, and documents and publishes Situation Reports and Action Plans through a central coordination role.
- **Cross-Departmental Collaboration:** Serve as a strategic liaison between the Operations, Programs, and other internal teams to align disaster preparedness and food distribution projects with organizational priorities.
- **Network Development:** Establish and strengthen a network of community-based partners and distribution agencies, including the Mass Feeding Task Force, helping to support capacity building and improve emergency preparedness.
- **Community Engagement:** Actively engage with the community to raise awareness of disaster preparedness and food security programs and identify new partnership opportunities.



- **SOP Development and Compliance:** Lead the development of Standard Operating Procedures (SOPs) that ensure disaster response protocols are kept up to date with changes in state and national regulations and Feeding America requirements.
- **Training and Capacity Building:** Design and implement training programs for partner agencies and internal staff focused on disaster preparedness, response coordination, and strategic partnerships.
- **Project Management:** Oversee the implementation of critical projects, including other tools that enhance preparedness across Hawai'i Foodbank's partner network.
- **Data-Driven Strategy:** Utilize data to evaluate the effectiveness of collaboration efforts, disaster response protocols, and partnership outcomes, using insights to drive continual improvement.
- **Communication and Reporting:** Serve as the primary point of contact for internal and external stakeholders related to disaster response and strategic collaboration efforts. Provide regular reporting on partnership outcomes and strategic initiatives.
- **Systems and Equipment:** researches and recommends investment in information-sharing systems and essential small equipment that is needed for disaster response.
- Other relevant duties as assigned.

QUALIFICATIONS

- Bachelor's degree (B.A. or B.S) from a four-year college or university and two years operations/emergency management experience; or six years related experience and/or training in the areas of community engagement, strategic collaboration, or community resiliency; or equivalent combination of education and experience.
- Proven leadership in cross-functional and multi-stakeholder environments.
- Proven ability to coordinate across diverse stakeholder groups and manage high volumes of communication while maintaining organization and focus.
- Excellent verbal and written communication skills, with the ability to influence and collaborate with diverse stakeholders, from government agencies to local nonprofits.
- Strong analytical and problem-solving abilities, with the capacity to assess risks, make data-driven decisions, and adjust strategies as needed.
- Must be willing and able to work flexible hours during disasters.
- Non-profit experience preferred.

EQUIPMENT, MACHINES, TOOL, VEHICLES USED:

- Ability to use a computer workstation including keyboard, mouse, printer, fax, and internal phone systems to execute tasks.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Teams) with experience using project management and collaboration tools. Familiarity with crisis management platforms.
- Insured vehicle with valid driver's license and clean driving record.

PHYSICAL DEMANDS:

Physical Demands	Not Applicable	Occasional 1-33%	Frequent 34-66%	Constant 67-100%
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Pushing		X		
Pulling		X		
Lifting		X		
Ground to waist Height		X		
Waist to Chest Height		X		
Overhead Height		X		
Carrying		X		
Sitting				X
Standing			X	
Walking			X	
Running		X		
Stair Climbing		X		
Bending		X		
Crawling		X		
Squatting		X		
Kneeling		X		
Stooping		X		
Crouching		X		
Climbing		X		
Forward Reaching		X		
Twisting		X		
Side Bending		X		
Overhead Reach		X		
Grasping				X
Handling				X
Finger Dexterity				X
Vision				X
Hearing				X
Eye-Hand-Foot Coordination				X

COMMUNICATION DEMANDS

Communication Demands	Not Applicable	Occasional 1-33%	Frequent 34-66%	Constant 67-100%
The position requires talking to co-workers				X
The position requires talking to customers			X	
The position requires written communication to co-workers				X
The position requires written communication to customers		X		
The position requires talking to outside persons/vendors				X
The position requires written communication to outside persons/vendors			X	
The position requires talking on the telephone			X	



Communication Demands	Not Applicable	Occasional 1-33%	Frequent 34-66%	Constant 67-100%
The position requires supervising others	X			
The position requires responding to written or verbal requests of co-workers				X
The position requires responding to written or verbal requests of vendors			X	
The position requires training/giving verbal instructions			X	
The positions requires receiving verbal instructions			X	
The position requires receiving written instructions				X
The position requires writing/composing written language				X
The position requires reading				X
The position requires visiting/working at different worksites		X		

ADDITIONAL INFORMATION

This job description in no way states or implies that these are the only duties to be performed by the employee filling this position. Employee will be required to follow any other job-related instructions and to perform any other job-related duties requested by management. Management has the right to add to, revise, or delete information in this job description.

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.

I have read and understand the essential duties, responsibilities and qualifications for this job and am able and willing to perform them accordingly.

Signature

Date

Print Name