



Hawaii Foodbank Job Description

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| Job Title | Emergency Management Specialist |
| Department | Programs |
| Reports to | Vice President of Strategy & Programs |
| FLSA Status | Full-time |
| Approved Date | September 2025 |

POSITION SUMMARY

The **Emergency Management Specialist** strengthens Hawai'i Foodbank's capacity to lead disaster response and build long-term community resilience on O'ahu and Kaua'i. As the City & County of Honolulu's lead agency for emergency feeding and a key partner with Kaua'i Emergency Management Agency, Hawai'i Foodbank coordinates with government, private, and nonprofit partners to ensure food and water reach those most in need.

This role serves as Planning Section Chief during disaster activations, leading strategic planning, preparedness initiatives, and cross-sector partnerships. The Specialist collaborates with county, state, federal, and community partners while aligning efforts with Hawai'i Foodbank's mission and the Feeding America network.

The **Emergency Management Specialist** 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 & Network Development:** Build and maintain strong relationships with local, state, and national partners, including the O'ahu Feeding Task Force, government agencies, Feeding America, and VOAD (Voluntary Organizations Active in Disaster) to improve food security and emergency preparedness. Must be able to effectively interface across the entire leadership and management hierarchy with disaster response partners.
- **Disaster and Emergency Planning:** Lead internal planning for disaster and emergency response, coordinating the development of a comprehensive, organization-wide emergency response plan. Facilitate disaster planning conference calls, in-person meetings, and documents. Publish and update plans, standard operating procedures, organizational structure (annually), and job aids to Foodbank employees and food distribution partner agencies in accordance with national and Feeding America standards.
- **Disaster Response Leadership:** Demonstrate Incident Command System (ICS) expertise by serving as Planning Section Chief for Hawai'i Foodbank during disasters or emergencies. Develop the Incident Action Plan (IAP), Situation Reports, and Status Display Boards for the Incident Management Team. Track incident objectives, resources, and operational progress. Assist the Incident Command in planning, preparing for, and running operational briefings.
- **Cross-Departmental Collaboration & Project Management:** Serve as a strategic liaison between the Operations, Programs, and other internal teams to align disaster



preparedness and food distribution projects with organizational priorities. Manage preparedness-related projects and tools to improve the readiness of Hawai'i Foodbank's partner network.

- **Community Engagement:** Actively engage with the community to raise awareness of disaster preparedness and food security programs and identify new partnership opportunities.
- **Training and Capacity Building:** Design and implement training programs for partner agencies and internal staff focused on disaster preparedness, response coordination, and strategic partnerships.
- **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.
- Completed ICS 100, ICS 200, ICS 300, ICS 400, ICS 700 and ICS 800
- ICS E 0962 or L 0962 (All-Hazards Position Specific Planning Section Chief) preferred
- 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.
- Expertise and experience in managing emergency operations or complex incidents by applying National Incident Management System (NIMS) and ICS principles.
- 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% |
|----------------------------|-----------------------|-----------------------------|----------------------------|-----------------------------|
| 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 |



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