

Position Description

Title: Program Specialist

Division: Kilohana

Reports to: Senior Manager, Program
Operations & Grants Management

Travel: Travels in-state and out-of-state as required

Status: Salaried, Exempt

Standard Work Hours: M – F, 9:00 AM – 5:30 PM

JOB SUMMARY:

Reporting to the Senior Manager, the Program Specialist will primarily support the procurement, administering, and evaluation of grantmaking programs for the Kilohana Division of the Council for Native Hawaiian Advancement. This role will also assist grant awardees throughout the duration of grant cycles. The ideal candidate has experience in grant management, customer service, data collection and entry, and partnership building. The program specialist will play an impactful role in representing Kilohana with potential and existing partners from all industries – tourism, non-profit, for-profit, community organizations, education, government, etc. This individual will support CNHA’s mission to *uplift the lahui*.

DUTIES, RESPONSIBILITIES, and EXPECTATIONS:

Duties and responsibilities include, but are not limited to the following:

Grant Procurement, Administration, and Management

- Works in unison with the senior manager to establish and administer a fair, equitable, competitive, and transparent procurement and selection process.
- Reviews, identifies, and determines whether all aspects of a proposal and budget are in compliance with the funding solicitation, applicable governmental laws, rules and regulations, and sponsor and Kilohana policies.
- Interprets applicable rules and regulations to applicants, the general public, and interested parties.
- Reviews requests for post-award changes and acts as institutional liaison with sponsors for post-award changes that require institutional oversight.
- Provides advice, recommendations, and alternative solutions to personnel on post-award administration, including interpretation of sponsor guidelines, applicable governmental regulations, and Kilohana policies.
- Maintains up-to-date pending and completed proposals, award and post-award project data for all workload assignments, and upon request, provides periodic reports of individual workload status and progress for internal use.
- Manages a portfolio of grant awardees throughout the duration of the grant cycle, providing excellent communication and remaining service oriented.

- Administers and compiles evaluation methods with all awardees. Collects and analyzes data to determine data trends.
- Ensures timely disbursements of funding to awardees
- Maintains database of applicants and awardees

Program Initiatives

- Supports implementation processes of other programs under the Hawaii Tourism Association contract including (but not limited to) the technical assistance and capacity building, tour guide certification, tourism quality assurance, and visitor education post-arrival marketing programs.
- Conducts research of best practices and model programs
- Communicates with a variety of stakeholders via phone, email, social media platforms, etc.
- Conducts administrative duties, as needed.
- Other duties as assigned.

PERFORMANCE EXPECTATIONS:

- Demonstrates a strong work ethic, high degree of professionalism, and positive attitude.
- Utilizes excellent verbal and written communication, people skills, and a positive, can-do attitude with co-workers, clients, members, and the community, and in all work product.
- Functions in a self-directed, high initiative and motivated manner that results in successful administration and collaboration.
- Flexible and willing to work long hours and possibly weekends.

EDUCATION AND EXPERIENCE:

- High school graduate or equivalent required
- 2 years professional working experience in a field related to customer service, human resources, case management, event planning, and/or portfolio management.
- Associate's degree or higher from an accredited college or university preferred
- 3 years professional working experience in grant management and/or procurement
- Strong written and verbal communication skills
- Professional experience in high profile client management

SKILLS REQUIRED:

- Excellent written and verbal communication skills.
- Strong administrative skills and self-motivated with the ability to set priorities and manage multiple tasks under minimal supervision in effective and efficient manner.
- Strong knowledge of island culture, community, and key stakeholders.
- Knowledge, understanding and sensitivity to Native Hawaiian issues is preferred.



I acknowledge that I have read and understand the above job description in its entirety and am capable of performing all of the stated requirements.

Employee Signature

Date