Position Title: Regional Community Planning Associate

Reports To: Community Planning Lead

FLSA Status: Exempt

Summary/Objective

The Regional Community Planning Associate is responsible for technical assistance, in terms of planning, to the applicants and awardees of the Whole Community Resilience Planning Program as is established by the program guidelines and other directives.

The Regional Community Planning Associate reports directly to the Community Planning Lead acting as a part of the team delivering the results expected and planning for the Whole Community Resilience Planning Program.

Essential Functions

1. Ensure comprehensive knowledge of the program, the benefits, policies, and planning.
2. Execute the tasks that are core to help communities to identify their needs.
3. Provide direct contact with communities across the island providing technical assistance.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Functional Competencies

- Strong influence skills
- Technical Capacity
- Business Acumen
- Strong Negotiation Skills
- Ethical Conduct
- Initiative & Results Driven
- Problem Solving/Analysis
- Planning & Change Champion
- Collaborative Ways of Working

Supervisory Responsibility

This position doesn’t have supervisory responsibilities.

Position Type and Expected Hours of Work

This is a full time position. Days and hours of work are Monday through Friday, 9:00a.m. to 6:00 p.m. Occasional evening and weekend work may be required as job duties demand.

Travel: Travel is required, but mostly inland as per established in the program plan.
Required Education and Experience
Bachelor’s degree in a related field. Minimum of 2 to 3 years of experience, ideally in a role within a nonprofit entity and have exposure to communities.

Preferred Education and Experience
Preferably experience in a role within a nonprofit entity and community sector.

Additional Eligibility Qualifications
Excellent Interpersonal skills; Fully Bilingual. Motivated team player who can maintain efficiency and accuracy when multitasking.

Other Duties
Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Work Environment
This job operates in an external environment and office setting. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. Stress levels are usually high due to job scope.

Physical Demands
This is an active and dynamic role; however, some filing is required. This would require the ability to lift files, open filing cabinets and bend or stand as necessary. While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.