

Hawaii State Chapter of Children's Justice Centers (HSCCJC) Position Description

Position Title:	Chapter Coordinator
Job Status/Salary:	Part-time - 25 hours with benefits
Reports To:	Hawaii State Chapter of Children's Justice Centers Board's designee

Job Summary: The Chapter Coordinator assists with the planning, development and financial management of the Hawaii State Chapter of Children's Justice Centers (HSCCJC), which supports the Children's Justice Centers of Hawaii and their corresponding nonprofit Friend's group.

Responsibilities and Duties:

- Financial: Develop and Maintain HSCCJC budget and all financial transactions.
- Grants: Manage (2) Federal grants and other statewide funds as assigned. This includes, but is not limited to, submitting grant proposals and all aspects of grant management.
- Sustainability: Identify and develop additional sources of revenue for HSCCJC to include, private donations, foundations, corporate, governmental support, & events.
- Administrative Support: Organize and schedule quarterly Board of Directors' meetings and participate in Board Committees meetings as appropriate. Coordinate travel for Board members as requested.
- Program Support: Promote the mission of the HSCCJC and the Children's Justice Center programs
- Center Support: Support the Centers by assisting with training and providing technical assistance as requested.
- Public Relations: Act as HSCCJC liaison at local, state, regional and national meetings, as appropriate.
- Training: Attend the yearly National Children's Alliance Conference & Chapter Summit Conference – both on the mainland.
- Website: Oversee the HSCCJC website to ensure information is up to date.
- Perform other duties as assigned by the HSCCJC Board of Directors.

Minimum Requirements: Associate's Degree or higher. Strong organizational, interpersonal and communication (oral and written) skills. Experience in business management software, including but not limited to: Microsoft Office, QuickBooks & Excel. Satisfactory background checks required. Ability to work a variable schedule when needed. Must have a valid driver's license, access to a vehicle and have a willingness to travel. Access to reliable internet service required.

Desirable Experience: Basic knowledge and interest in child abuse issues. Relevant experience with business and financial management, technical assistance, & organizational development. A proven record of fundraising and grant writing.

Please email your resume to Margaret.R.Thorpe@courts.hawaii.gov by February 16, 2018. This position is open to applicants from all islands.