Job Announcement

Title: Non-Profit Coordinator

Organization: Hawaii Interfaith Power & Light

Terms of Employment: 10-15 hours/week, 2-3 month initial contract; continued employment dependent upon additional funding.

Position Summary:
The non-profit coordinator will be responsible for carrying out daily tasks according to the HIPL mission and work plan (see attached HIPLworkplan.pdf). Major duties include:
1) Developing an educational package of information and resources for faith communities on energy conservation, energy efficiency, and renewable energy;
2) Identifying funding opportunities and applying for grants to support the mission and work plan of HIPL;
3) Serving as the point of contact for recruiting member congregations in HIPL;
4) Working with national Interfaith Power & Light staff and other state chapters to relay information, news, and events to the HIPL board, liaisons and other supporters;
5) Ensuring timely communication of HIPL correspondence, board decisions, meeting minutes, and summaries of HIPL activities;
6) Updating HIPL website content and communications.

Required Qualifications:
1) Previous experience working with non-profit organizations.
2) Good organizational and communication skills.
3) Commitment to the mission and values of Hawaii Interfaith Power & Light.

Preferred Qualifications:
1) Familiarity with climate change, energy conservation, and alternative energy.
2) Passion for involving faith communities in environmental and social justice issues.
3) Prior experience designing, creating, or updating websites.
4) Familiarity with social media and web communications.
5) Previous experience as a non-profit coordinator, executive director, or educational outreach specialist.

Employment Conditions:
Targeted starting date is February 01, 2009. Review of applications will begin on January 01, 2009. Pay rate dependent upon skills and experience.

How to Apply:
Please send letter of interest, resume and examples of past work with non-profit organizations via email to hipl@hipl.org. Links to websites or other online information and publications are acceptable. Please briefly describe your contribution to any examples of past work. Hard copies of previous work may be delivered during the interview.

For additional information about this position, please contact:
Travis Idol, Search Committee Chair
808-957-3029 or hipl@hipl.org