



PO Box 275  
Kahului, HI 96733  
Phone: 808-244-8787

## Contracted Position

**Position Title:** Human Services Branch Specialist

**Reports To:** CEO

**Position Type:** Independent Contractor (1099) – 1-year limited contract

**Location:** Maui, Hawai'i (hybrid, with required in-person presence during activations or fieldwork)

Please send any questions or provide resume and cover letter to [lehua@mauiunitedway.org](mailto:lehua@mauiunitedway.org) by September 12, 2025 at 5p HST.

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## Position Summary

The Human Services Branch Specialist will support Maui United Way in planning, coordinating, and implementing human services programs and emergency response functions across Maui Nui. This contracted role blends program development and evaluation with emergency human services coordination, ensuring effective delivery

of services such as sheltering, disaster welfare, recovery assistance, and community resilience programming.

This position requires a professional who can navigate cross-sector partnerships, conduct program analysis, and strengthen MUW's role in disaster recovery and long-term community resilience.

## **Essential Functions**

### **Program Development & Management (40%)**

- Conduct program and operational studies, identify challenges, and recommend solutions.
- Develop, implement, and evaluate MUW's human services programming, including disaster response and recovery initiatives.
- Prepare requests for proposals (RFPs), manage contracts, and administer grant funding and reimbursements.
- Assist in program budget development, track expenditures, and ensure compliance with funder and regulatory requirements.
- Monitor program effectiveness and prepare evaluation reports.

### **Emergency Human Services Coordination (35%)**

- Support planning and activation of human services operations during emergencies (sheltering, disaster welfare, and relief programs).

- Coordinate with County, State, Federal, and nonprofit partners to deliver mass care, family reunification, and assistance services.
- Ensure services are inclusive of individuals with disabilities and access/functional needs.
- Develop and maintain sheltering and welfare protocols, ensuring health and safety compliance.
- Serve as liaison during activations and facilitate coordination with community partners.

### **Stakeholder Engagement & Communication (15%)**

- Provide technical guidance and consultation to MUW, partners, and stakeholders.
- Prepare and deliver presentations, reports, and briefings to partners, funders, and the public.
- Foster collaboration with community groups, agencies, and coalitions to strengthen human services delivery.
- Represent MUW in technical working groups, community meetings, and recovery networks.

### **Administrative & Reporting (10%)**

- Maintain accurate records, operational reports, and grant documentation.
- Track and report on performance measures, outcomes, and community impact.

- Support MUW leadership in strategic planning and policy recommendations related to human services and recovery.

## **Minimum Qualifications**

### **Education & Training**

- Bachelor's degree from an accredited college or university in public administration, social work, public health, business administration, emergency management, or related field.

### **Experience**

- Minimum of three (3) years of progressively responsible professional experience in human services, emergency management, community programs, or related areas.
- Demonstrated experience in program development, contract/grant administration, or interagency coordination.
- Experience working with diverse communities, including vulnerable populations.

### **Knowledge of**

- Principles and practices of program planning, development, and evaluation.
- Emergency human services (sheltering, disaster assistance, welfare services).
- Federal, State, and County human services regulations.

- Public administration, project management, and budget preparation.
- Research and data analysis methods.
- NIMS/ICS principles preferred.

### **Ability to**

- Research, analyze, and present data to inform decision-making.
- Plan, organize, and manage human services projects effectively.
- Communicate clearly and concisely, both orally and in writing.
- Develop and maintain effective working relationships with government, nonprofit, and community stakeholders.
- Respond with flexibility and professionalism in emergency situations.

### **Contract Details**

- Contract Type: Independent Contractor (1099)
- Duration: 1-year limited contract, renewable subject to funding and organizational need
- Compensation: \$35–\$44 per hour, commensurate with experience and qualifications, not to exceed \$91,000 annually
- Schedule: Hybrid; flexibility required for evening/weekend emergency activations