



**Job Title:** Community Enrichment Program Project Manager  
**Full-Time Temporary Position**  
**Department:** O'ahu Visitors Bureau  
Waikīkī Office  
**Reports To:** Executive Director  
**FLSA Status:** Exempt

### Position Summary

CEP Project Manager is responsible for supervising, managing, coordinating, implementing, and reporting on the Community Enrichment Program (CEP) in their respective counties, and will work closely with HTA, the Island Chapter Executive Director/team and key stakeholders. Funding for this full-time temporary position runs through March of 2024

### Essential Duties and Responsibilities

Primary responsibility is the successful implementation and reporting of the CEP Contractors.

Managing and supervising the RFP process in the selection of proposals that match CEP criteria. This includes, but not limited to, issuing of the RFP, and contracting the CEP recipient.

Ensure that each CEP Contractor executes against the KPI's and Deliverables for each program.

Develop on-going communication and promotion of CEP to the community, visitor industry and other relevant stakeholders. This includes, but not limited, to engaging as needed with broadcast and print media companies, utilizing social media strategies and community communication vehicles to communicate the CEP progress and benefits to the county and community.

Attend and provide documentation on the importance of these events to enrich the relationships between the visitor and local community.

Provide technical assistance and reasonable support to applicants during the CEP and RFP submission process, including but not limited to technical and non-substantive guidance, answering questions regarding the formulation of their response. Conduct an RFP info briefing to all applicants.

Responsible for creating CEP review committees to ensure all awardees, and all projects awarded comply with and conform to goals and objectives of the program, and ensure all guidelines are followed. Review, approve and prepare appropriate accounting paperwork related to CEP Contractors.

Work with HVCB Central on required reports and monthly submissions. Review CEP contracts and analyze results and measurable KPIs, ensuring that all requirements have been met. Report on all deliverables, situation analysis and provide appropriate recommendations.

Manage the payment process. Ensure that invoices and all supporting documents are collected, reviewed, and approved to be sent through the payment processing in a timely manner. Ensure that all fiduciary requirements and reports requested from HTA are met.

Develop system ensuring that all communications, messaging, activities, reporting, and plans have HTA, HVCB and/or Island Chapter approval and/or sign-off.

Document all pertinent file activity electronically and in hard copy file as necessary.

## Requirements and Skills

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

College degree preferred and/or equivalent work experience.

Knowledge of the island / visitor industry strongly recommended.

Excellent written and verbal communication skills.

Strong program management skills and organization skills. Event Planning preferred.

Ability to communicate and work well with others in professional office environment and multi-task priorities.

Initiative-taking individual that requires minimal direction to complete tasks.

Strong presentation skills and ability to present to large audiences.

Solid technical background, with understanding and hands-on experience with Microsoft Office programs and Teams

Prior experience with government contracts preferred.

## Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

On island and Inter- Island travel may be required. Valid driver's license with current vehicle insurance and access to a personal vehicle required.

Work week may exceed 37.5 hours. Occasional evening and weekend work. Position requires work schedule outside of office hours of 8 am – 4:30 pm M-F. Evenings and weekends may be necessary to evaluate the CEP events.

## Work Environment

The noise level in the air-conditioned work environment is usually moderate. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The work environment is a business office with computers, telephones, and printers operating.

**The above information on this description has been designed to indicate the general nature and level of work performed by an employee in this classification. It is not to be interpreted as a comprehensive inventory, or all duties, responsibilities, and qualifications of employees assigned to this job. Management has the right to add to, revise or delete information in this description. Reasonable accommodations will be made to enable qualified individuals with disabilities to perform the essential functions of this position.**