

En Young

EDUCATION:

Certificate in Non-Profit Management
Kapi`olani Community College

Bachelor of Arts: Psychology/Philosophy (with honors)
University of Hawaii-Hilo

High School Diploma
Kamehameha Schools, Kapalama

WORK EXPERIENCE:

Executive Director, The Food Basket

Haidee Abe, Chairman of the Board February 2013-Present

- * Propose policies for Board of Directors approval; administer approved policies
- * Develop annual work plans in conjunction with the strategic plan of the Board; recommend annual budget; report on program results and resource utilization
- * Prepare and administer agency budget with Board approved guidelines; report on funds disbursed; coordinate grant preparation
- * Build and maintain a strong network of relationships in Hawaii County and State to support the agency
- * Develop innovative programming to further agency mission and create community-based outcomes to improve food access and decrease hunger
- * Oversee all activities and staff, including Human Resources, Fiscal, Operational, Public Relations, and Grant Writing

Contract, Performance, and Evaluation Administrator, Department of Labor and Industrial Relations

Milagros Kaahanui, Executive Director 2011- February 2013

- * Design and Implement Personnel and Program Performance Measures
- * Supervise Program Staff
- * Plan, Draft, and Justify Agency Budget
- * Research, Design, and Conduct Procurement and Purchasing
- * Conduct Program and Agency Audits of Contractors and Sub-Contractors
- * Conduct and Direct Community Needs Assessments and Research

Program Specialist, Department of Labor and Industrial Relations

Sam Aiona/Keith Yabusaki, Executive Directors 2008-2011

- * Administered over fifty (50) contracts in (18) program areas
- * Drafted Request for Proposal (RFP) specifications for bidding
- * Reviewed bids and funding applications on awarding committees
- * Drafted grants for Federal Aid
- * Conducted Program Monitoring and Reporting activities

BUSINESS SKILLS:

- * Excellent research and communication skills in a variety of contexts and topics
- * In-depth knowledge of Federal compliance issues and regulations
- * Extensive experience in human service program development and design
- * Excellent public communication and relations skills
- * Strong interpersonal and listening skills
- * Familiarity with issues from all neighbor-island constituencies
- * Intimate knowledge of purchasing and bidding by State and Non-profit organizations
- * Strong background in Legislative procedure and process

COMMUNITY SERVICE/INTERESTS:

Six-gallon Blood Donor

Volunteer- Ohi`a Productions

Volunteer tax preparer-Internal Revenue Service VITA program

Community Council on the Purchase of Health and Human Services

Board of Directors- Hawaii County Economic Opportunity Council

Mayor's Active Living Advisory Council