



NEIGHBORHOOD PLACE OF PUNA

To Nurture, Strengthen, and Celebrate Ohana

www.neighborhoodplace.org

16-105 'Ōpūkaha'ia St.
Kea'au, HI 96749

ph: (808) 965-5550
fx: (808) 965-5109

Job Title: Executive Assistant
Reports To: Director of Operations
FLSA Status: Exempt
Approved By: Paul Normann, Executive Director
Approved Date: 7/01/2023

Position Summary:

Under the supervision of the Director of Operations, the Executive Assistant is responsible for (1) Providing comprehensive support to high-level executives within the organization. (2) Collaborate with cross-functional teams to streamline data collection processes, enhance accuracy, and resolve data-related issues or discrepancies. (3) Generate and distribute reports and assist in implementing and maintaining data management systems/databases. (4) The Executive Assistant may be required to manage or support complex projects, such as organizing events and overseeing the implementation of new initiatives. (5) This position requires a highly motivated individual with exceptional organizational skills, strong interpersonal abilities, and the ability to thrive in a dynamic and demanding environment. By providing comprehensive support to the executive team, the Executive Assistant contributes to the overall effectiveness and efficiency of the organization's operations in alignment with its mission.

Essential Duties & Responsibilities: include the following. Other duties may be assigned.

- Support the Director of Operations and the Executive Team by providing administrative assistance, performing clerical tasks, and conducting statistical analysis as required for grants, funding applications, reports, etc.
- Perform data tracking, entry, handling, reporting, and organization, including electronic/virtual filing and storage, while effectively communicating and demonstrating strong verbal and written communication skills.
- Handle various general and specific office tasks, including generating reports and presentations, scheduling events and meetings, ordering supplies, and providing exceptional customer service and phone skills with internal and external interactions.
- Handle general and specific clerical tasks such as copying and scanning documents, creating/editing forms and documents, mailing, filing, etc.
- Manage inventory logging and equipment tracking, ensuring accurate records and timely updates.
- Troubleshoot office phones and computers, resolving technical issues promptly and coordinating IT support when necessary.
- Assist in all aspects of event planning for activities, conferences, meetings, community events, media events, advocacy, etc. This may include but not be limited to planning, coordinating logistics, liaising with vendors, managing guest lists/volunteers and supplies, and ensuring seamless execution.



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Supervisory Responsibilities:

The Executive Assistant's role primarily focuses on providing support to high-level executives. While they may occasionally undertake supervisory duties if assigned explicitly by the executive team member, their primary responsibilities center around administrative and organizational support and operational efficiency.

Other Job Functions:

- Participate in organizational planning and evaluation.
- Perform other related duties as assigned by the supervisor.

Qualifications:

To perform this job successfully, the Executive Assistant must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Education/Experience:

- Associate Degree or higher preferred.
- High School Diploma and 3 years of experience as an Executive Assistant or equivalent

Other Requirements:

- Valid Hawaii driver license and no-fault car insurance.
- Resident of Puna/East Hawaii Community area preferred.
- Must be COVID-19 Vaccinated
- Criminal Record and/or DHS-CWS background check.
- Maintain general cleanliness of workspace.

Physical Demands:

- Climb and/or walk up and down stairs and/or walkways.
- Sit for periods of up to 30 minutes at a time.
- Walk and/or stand for up to 30 minutes at a time.
- Lift, carry, pull, and/or push items up to 30 pounds at a time for short distances. Such motion may include reasonable bending, stooping, reaching, and twisting.

Computer Skills:

To perform this job successfully, an individual should have knowledge of and competency in using Microsoft Office Suite, specifically MS Word and Excel. The Executive Assistant should be familiar with web-based tools such as Google Docs, Sheets, Drive, Forms, Dropbox, and other similar platforms and applications—additionally, the ability to quickly grasp and troubleshoot technology-related problems.

Work Environment:

While it is rare, it is essential to note that the employee may be exposed to fumes or airborne particles and extreme heat in rare circumstances. Additionally, there may be vocational exposure to wet and/or humid



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conditions and outside weather conditions. However, the typical work environment for this job maintains a moderate noise level.

While it is uncommon, because of the work that Neighborhood Place of Puna does, the Executive Assistant may hear from staff that has witnessed or engaged in the following: violence or threats of violence; profane, racist, and/or sexist language; bodily fluids; conflict; interactions with First Responders; alcohol and other street drugs; cigarette smoke; death of service participant, nudity of service participant, people involved with sex work; people involved in the drug trade; persons used against their consent, will or knowledge; people in conflict with the law; and/or other situations that may be unsettling. The Executive Assistant's role does not include providing direct service, and direct encounters with clients in our programs will be limited. Your supervisor will provide appropriate direction and support if you encounter the above.