



Executive Assistant (Department of Family Programs)

Job Description

Job Title: Executive Assistant- Department of Family Programs
Reports To: Director of Family Programs
FLSA Status: Exempt
Created On: June, 2024

Position Summary:

The Executive Assistant is responsible for: (1) Supporting the Director of Family Programs in managing the day-to-day operations of the Family Programs department. (2) Providing general administrative support, including scheduling appointments, managing calendars, ordering supplies, data entry, and coordinating meetings/events. (3) Collaborating with other departments or teams to ensure effective cross-functional coordination.

Essential Duties & Responsibilities Include the Following:

- Prepare agendas, take minutes, and follow up on action items from meetings
- Assist in planning and organizing community events, meetings, and outreach opportunities.
- Maintain project timelines and ensure deadlines are met for various Family Programs initiatives.
- Assist in developing policies and procedures.
- Provide administrative support including filing, scanning, printing, inventory tracking, and supply ordering
- Draft and proofread correspondence, presentations, and reports as needed.
- Disperse information internally and externally on behalf of the Director of Family Programs.
- Conduct research and gather information on community issues, trends, and stakeholders.
- Prepare summaries and reports based on finding to support decision-making process.
- Develop and maintain databases, spreadsheets, and other records to track key metrics and performance indicators.
- Maintain confidentiality and handle sensitive or confidential information with discretion.
- Assist in special projects and initiatives as assigned by the Director of Family Programs.

General Expectations and Responsibilities:



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- Collaborate with community agencies, members, and organizations to become familiar with the services they offer.
 - Maintain a professional and respectful disposition at all times.
 - Deliver all services with a high level of customer focus and service.
 - Engage in active listening and use clear communication and verbal skills.
 - Document all pertinent data and information regarding work with individuals, agencies, and other community members promptly in accordance with company requirements.
 - Participate in organization planning.
 - Attend staff meetings and trainings
 - Attend community meetings as directed.
 - Update shared calendar to reflect activities, meetings, and general schedule.
 - Participate in special grant projects and other assigned duties as directed.

Supervisory Responsibilities:

This position does not have supervisory responsibilities.

Qualifications:

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.

Education and/or Experience:

Associate Degree or higher preferred.

High School Diploma and 1 year of experience serving vulnerable and challenged individuals required.

Skills and Knowledge:

- Excellent computer literacy and knowledge of Microsoft Suite, Google Docs, and Google Sheets.
- Ability to communicate effectively and courteously with families, staff, and community members.
- Knowledge of available community resources.
- Ability to handle multiple tasks and adhere to deadlines.
- Proven organizational and planning skills.
- Ability to work as part of a team and maintain flexibility around task assignments.
- Ability to establish, recognize, and adhere to appropriate professional boundaries.
- Proven in providing direct service to families with young children.



Other Requirements:

- Valid Hawaii driver's license and no-fault car insurance.
- Resident of Puna/East Hawaii Community area preferred.
- Criminal Record and/or DHS-CWS background check
- Participate in the upkeep of office and general cleanliness of workspace

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.

While performing the duties of this Job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl and talk or hear. The employee is frequently required to stand; walk; sit; climb or balance and taste or smell. There will be frequent requirements to drive and/or walk on unpaved roads. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. This job's specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Work Environment:

The work environment characteristics described here represent those employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly exposed to wet and/or humid conditions and outside weather conditions. The employee is frequently exposed to fumes or airborne particles and extreme heat. The employee is occasionally exposed to moving mechanical parts. The noise level in the work environment is usually loud.

Neighborhood Place of Puna runs an emergency homeless shelter and provides services to families at risk for child abuse and neglect. Though unlikely, NPP cannot guarantee that the Department Assistant will not occasionally see, engage, or be confronted with the following: violence and 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 participants; nudity of service participants; people involved with sex work; people



NEIGHBORHOOD PLACE OF PUNA

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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. Measures are taken to train staff to deal with these situations appropriately.

Acknowledgments: Please initial one of the following statements.

_____ I have read the job description and am able to perform the essential functions of this position.

_____ I have read the job description and am able to perform the essential functions of this position with reasonable accommodations. (Please explain accommodations needed below.)

Date: _____

Print Name: _____

Signature: _____