

Re-use Hawaii

Job Title: Executive Coordinator

Employment Type: Full-Time

FLSA Status: Non-exempt

Department: Administration

Reports To: Executive Director & Director of Administration

Job Summary

Re-use Hawai'i is seeking a highly organized, proactive, and detail-oriented Executive Coordinator to support the Executive Director, Director of Administration, and overall administrative operations of the organization.

This position plays a critical role in keeping daily operations running smoothly by supporting executive leadership, coordinating administrative functions, managing communications, and assisting with organizational systems and projects. The ideal candidate is a strong communicator, skilled multitasker, and problem solver who can anticipate needs, stay organized under pressure, and maintain professionalism and confidentiality.

Qualifications:

- Experience in administrative support, executive assistance, office management, or related roles
- Strong organizational and time management skills
- Excellent written and verbal communication skills
- Ability to manage multiple priorities and deadlines
- Strong attention to detail and accuracy
- High level of professionalism, discretion, and confidentiality
- Proficiency with Google Workspace, Slack, task management systems, and database systems
- Ability to work independently while collaborating effectively with a team

Preferred Qualifications:

- Experience working in a nonprofit environment
- Experience supporting executive leadership
- Familiarity with accounting, bookkeeping, HR, payroll, or administrative systems
- Interest in sustainability, circular economy, workforce development, or community-based programs
- Experience with grant administration or project coordination

Essential Duties

- Support the Executive Director with scheduling, correspondence, document preparation, and other tasks as assigned
- Coordinate meetings, events, travel arrangements, and follow up on action items, deadlines, and

organizational priorities

- Serve as a point of contact for internal and external communications and help ensure effective coordination across programs and departments
- Assist with maintaining organized filing systems, records, and internal tracking processes
- Support the preparation of reports, presentations, proposals, and other organizational documents
- Assist with data entry, reporting, recordkeeping, and administrative processes related to payroll, benefits, donations, grants, and organizational performance tracking
- Support the creation of signage, marketing materials, and other communications as needed.
- Assist with development activities, donor documentation, and community outreach efforts
- Identify opportunities to improve administrative systems, workflows, and organizational efficiency.
- Support special projects and strategic initiatives that advance the mission of Re-use Hawai'i.

Supervisory Responsibilities

This job has no supervisory responsibilities.

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 stand; sit; use hands to finger, handle or feel; reach with hands and arms; talk or hear.
- frequently required to walk.

The employee must:

- occasionally lift and/or move up to 25 pounds.

Work Environment

The noise level in the work environment is moderate noise - office and warehouse environment