

# **`Olelo Community Media**

## **Job Title: Executive Assistant**

Employment Type: Full-Time

FLSA Status: Exempt

Department: 54

Reports To: President and CEO

## **Job Summary**

Olelo Community Media is Oahu's nonprofit Public, Education, and Government (PEG) access provider, created to empower the voice of the community. Guided by our core values of teamwork, integrity, and aloha, we facilitate meaningful dialogue and increased participation in civic life and democracy. By sharing our local, various multi-ethnic, and multicultural stories, we connect ourselves with those on the island, in Hawaii, the Pacific, and our entire world. When our individual and community voices thrive, so do our people, our economy, and our entire society. Olelo is seeking to fill the position of Executive Assistant to join our Executive Management Team. The Executive Assistant provides daily, proactive, professional executive and administrative support to our President/CEO and occasional support to the Olelo executive, management, and staff.

The Executive Assistant performs a variety of administrative and support functions for an executive leader and leadership team, and, skillfully navigates time-sensitive, confidential, high priority, critical systems, information, and situations with the utmost professionalism, accuracy, discretion, and diplomacy.

Primary duties and responsibilities

## **Essential Duties**

- Provide executive administrative support to the CEO/President to ensure alignment, efficiency, effectiveness and results with respect to Olelo's purpose, mission, operations, projects, and performance.
- Serves as the administrative support and key resource for the Olelo's Board of Directors and its committees
- Coordinates, prioritizes, and schedules the CEO's appointments and business obligations. Manages the CEO's calendar, as well as schedules and manages meetings and appointments for the CEO and internal, external parties/person, as needed.
- Schedule and ensure compliance to meet all required Board, State and regulatory reporting, filing and deadlines.
- Coordinates and manages travel arrangements for CEO and management team.
- Coordinates and books travel arrangements for CEO and others as requested and assists with special Olelo projects
- Provides support and assists with special Olelo projects.

## **Secondary Duties**

- Excellent interpersonal, verbal, and written communication skills
- Proficiency with PC programs (including MS Word, Excel, PowerPoint, and Outlook)
- Strong organizational skills, including the ability to prioritize and manage multiple assignments.
- Ability to maintain confidentiality and sensitive communications.
- Communicate clearly, effectively, and professionally, both verbally and in writing.
- Ability to meet and manage multiple written reports and documentation deadlines and requirements
- Demonstrated ability to work with individuals of varying levels of ability and knowledge.

## **Supervisory Responsibilities**

This job has no supervisory responsibilities.

## **Education**

This position requires 5 years of previous experience. A Bachelor's degree is 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.

While performing the duties of this job, the employee is:

- regularly required to walk; talk or hear.
- frequently required to sit; use hands to finger, handle or feel; reach with hands and arms; stoop, crouch, or crawl.
- occasionally exposed to stand; climb or balance; taste or smell.

The employee must:

- frequently lift and/or move up to 25 pounds.
- occasionally lift and/or move up to 50 pounds.

## **Work Environment**

The work environment characteristics described here are representative of those an 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:

- occasionally exposed to wet or humid conditions; outdoor weather conditions; extreme cold.

The noise level in the work environment is moderate noise.