

`Olelo Community Media

Job Title: Chief Administrative Officer

Employment Type: Full-Time

FLSA Status: Exempt

Department: 54

Reports To: President and CEO

Job Summary

The Chief Administrative Officer (CAO) is responsible for overseeing the daily administrative operations within our organization, including HR, accounting, contracts and development projects and grants.

This position works closely with the management team to provide input on business operations and long-term strategic planning, monitors internal controls, and presents findings and recommendations to management. He/She assists in devising strategies and policies to meet the organization's objectives and goals, and reports on the performance of the various departments under the direction of the CEO.

The CAO should be well spoken with excellent communication and interpersonal skills, models best practices in a work environment, driven to succeed through collaboration and diplomacy and has a high level of business acumen. He/she is able to execute more than one project initiative and task simultaneously, works well under pressure and be comfortable with the working dynamics of different departments. He/she should have a strong background in the areas of Finance, Human Resources, Contracts Management and Technological Applications and software programs to leverage the organization's efficiencies and successes. Basic understanding of federal regulations FCC (as it pertains to communications by television, wire, satellite and cable) and knowledge of SOH DCCA structure and its regulatory governance would be highly advantageous.

The CAO is highly efficient and a natural leader who ensures the smooth running of business according to established policies and vision. He/She keeps things in order and adds a strategic vision to everyday activities.

Essential Duties

- Working in a team with top level executives to devise strategies and policies to meet company's financial, HR, and general best practices goals. Collaborate with colleagues to implement policies and develop improvements.
- Managing and supervising day to day operations of various departments, such as finance, HR, and Develop improvements.
- Managing resource allocations, budgets, hiring, contracting, and business negotiations.

- Generating, analyzing and presenting department and company reports, formulating improvements to departmental workings, and compiling performance reports for the CEO.
- Coordinating inter and intradepartmental operations and delegating responsibilities to subordinates.
- Ensuring all business and NPO laws, IRS laws, government regulations, SEC rules, etc. are met.
- Assist in other tasks (eg fundraising) as assigned.

Secondary Duties

- BUSINESS ACUMEN

Understanding business implications of decisions; displays orientation to net revenue; demonstrates knowledge of market and competition; aligns work with strategic goals.

Understands and uses financial data to establish sound business fiscal health. Is effective and appropriate in dealings with regulatory agencies, governmental representatives, and general public.

- VISIONARY LEADERSHIP:

Displays passion and optimism; provides vision and inspiration to peers and subordinates; mobilizes other to fulfill the vision.

- STRATEGIC THINKING

Sees the needed future state clearly, using external trend data as well as internal needs. Makes decisions based on immediate need balances with the long-term view. Keeps own and groups work aligned with the overall business goals. Can anticipate future problems/opportunities and act on these appropriately.

- MANAGING FOR RESULTS;

Explains the big picture and "why" with enough detail to allow predictable success in achieving outcomes. Sets challenging goals with equity and accountability. provides resources and support, checks in to track progress, and sets up a system of milestones and processes to measure results. Delegates as appropriate to level of ability of director; sets expectations and monitors delegates activities

- TEAM LEADERSHIP

Defines goals, processes, and methods. Utilizes team diversity and unique talents of individuals to best accomplish goals. Exhibits objectivity and openness to others views; gives and welcomes feedback; contributes to building a positive team spirit; able to build moral and group commitments to goals and objectives; supports everyone efforts to succeed.

- PEOPLE DEVELOPMENT

Known as people builder, recognizes each person developmental needs and goals. Coaches each direct report to improve capability and reach personal goals. Provide feedback and recognition for accomplishments. Creates opportunity to learn and encourages learning and growth. Can effectively lead leaders

- CHANGE MANAGEMENT

Develops workable implementation plans; communicates changes effectively; builds commitment

and effectively handles resistance; prepares and supports those affected by change; monitors transition and evaluates results. Has no problem with pivoting and making reasonable accommodation shifts

- PROBLEM SOLVING

Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully, synthesizing data; develops alternative solutions; works.

Supervisory Responsibilities

Minimum 7-years of solid work experience in operations management or proven experience as an administrative officer

Solid understanding of business functions (HR, finance etc.)

Knowledge of fiscal planning, budgeting, and reporting

Knowledge of relevant laws and regulations (e.g., SEC)

Proficient in MS Office and databases

Outstanding communication and interpersonal skills

Effective and efficient decision-making and problem-solving capabilities

Excellent organizational, team building, and leaderships skills

Demonstrated ability to effectively manage and handle the stress of a high-powered position.

Some understanding of media, video production, and community building.

Education

BSc/BA in business administration or relevant field; MSc/MA is a definite plus

Work Environment

Work Hours: 40+ hours weekly, including weekends and evenings.

Equipment Use:

?Access to adequate transportation, possession of a valid driver?s license, safe and responsible driving record, and current no-fault auto insurance with at least the minimum state coverage requirements.

?Equipment inherent to this position.