

EXECUTIVE ASSISTANT

Job Title:	Executive Assistant
Reports to:	Chief Executive Officer
Status:	Exempt
Location:	O’ahu, Hawai’i
Application:	Please submit a cover letter, resume, and a list with three professional references to this application portal: https://form.jotform.com/240228064749156 .
Deadline:	Applications will be accepted until the position is filled.

About Hawai’i Public Health Institute

Hawai’i Public Health Institute (HIPHI) is a nonprofit organization established in 1996 as the Coalition for a Tobacco-Free Hawai’i to address the high rates of tobacco use in Hawai’i. In 2012, the organization moved from a singular focus on tobacco issues to a broad public health mission. Today, HIPHI’s mission is to advance the health and wellness of the people and islands of Hawai’i by:

- Expanding understanding of what creates health of people and place, embracing upstream social, cultural, and environmental factors;
- Fostering partnerships among public health, health care, and other diverse sectors to improve health and wellness; and
- Cultivating programs including education, advocacy, research, capacity building and training—to improve policies, systems, and the environments where people live, learn, work, age, and play.

HIPHI’s advocacy and programmatic work spans multiple issue areas, including oral health, food and agriculture, nutrition and physical activity, tobacco control and prevention, transportation and public safety, and environmental health. HIPHI has become a go-to organization for public health advocacy, education, organizing, capacity building, and technical assistance.

Position Summary

Hawai’i Public Health Institute (HIPHI) is seeking a well-organized and diligent Executive Assistant (EA) to support HIPHI’s Chief Executive Officer (CEO) and HIPHI’s Board of Directors (BOD). The EA will provide comprehensive support services to the CEO and will serve as a liaison to the BOD and senior leadership team.

Essential Duties and Responsibilities

Administrative Duties and direct support to the Chief Executive Officer

- Track and monitor CEO’s commitments, goals, projects, tasks and deadlines.

- Manage CEO's calendar and scheduling of appointments/meetings. Handle meeting logistics and troubleshoot conflicts with little guidance. Prepare and assist with key meetings including but not limited to BOD meetings, HIPHI senior leadership meetings, and other key CEO meetings as requested.
- Project management. Ensure tasks are prioritized timely and effectively delegated. Navigate through any conflicting demands and deadlines. Monitor and assist with follow-ups and action items as necessary.
- Manage information. Attend select meetings, take notes, capture action items, and conduct appropriate follow-ups. Compiling documents and dockets for appointments and meetings.
- Coordinate travel arrangements for CEO and Board members.
- Prepare and assist with CEO and Board member expense reports.
- Assist in other administrative tasks as needed.

Board of Directors Support

- Serve as a liaison to the BOD.
- Assist CEO and Board Chair with Board meeting materials, including but not limited to drafting, finalizing and disseminating materials.
- Prepare BOD meeting minutes.
- Manage the BOD Google Drive.
- Assist committee chairs with scheduling meetings, meeting logistics and note-taking at meetings.
- Update as necessary the BOD orientation manual.

Office Coordination

- Assist the Operations team with office and building issues on O'ahu and Maui.
- Provide office support and coverage when the Office Manager is out.
- Assist with coordination of HIPHI staff meetings and program manager meetings.
- Review current processes and develop more efficient ways to run the office and troubleshoot issues.

Internal and External Communications

- Support CEO with internal and external communications.
- Serve as a bridge for communication between the CEO, Board members, staff, and select partners.
- Prepare and edit correspondence that may be sensitive and confidential, including but not limited to, presentations, memos, reports, etc.
- Assist with new partner developments and support CEO and Director of Communications and Advancement with donor/funder relations.

Other Responsibilities

- Support CEO-led recruitment; onboarding of new team members.

- Conduct research and analysis on issues of interest to the CEO and Board.
- Organize meetings and events for convenings, retreats, and various board meetings.
- Completes special projects as assigned.

Education, Experience, and Qualifications

- Bachelor's degree and two (2) years of related professional experience OR five (5) years of related professional experience.
- General knowledge of Microsoft Office Suite, and Google Suite.
- Experience with non-profit organizations and boards; drafting minutes and correspondence.
- Ability to work some weekends if needed.

Desired Skills and Abilities

- Passion for and familiarity with HIPHI's work and mission.
- Ability to think proactively, anticipate CEO needs, and function independently.
- Strong interpersonal skills and experience working with individuals from diverse backgrounds.
- Highly organized, and detail-oriented with strong project management and organizational skills; ability to manage multiple tasks and meet time-sensitive deadlines.
- Ability to learn new subjects quickly.
- Excellent written and oral communication skills; effective listening skills.
- Demonstrated proactive approaches to problem-solving with strong decision-making capability.
- Highly resourceful team player, with the ability to also work independently.
- Comfortable in a high-performing, fast-paced organization.
- Ability to handle sensitive and confidential situations with diplomacy.

Compensation and Benefits

The salary for this full-time position is \$50,000 - \$65,000 annually.

Benefits at HIPHI include:

- A hybrid working environment is an option with prior discussion and approval by management.
- A collaborative work culture with flexible scheduling and promotes work-life balance.
- Laptop, virtual phone line, and other work-from-home supplies.
- 20 days of paid time off, 11 HIPHI-observed holidays, and 5 floating holidays per year.
- Medical and dental insurance (100% of premium covered for the employee; 50% coverage for spouse/family).
- Flexible spending accounts for medical, dependent care, and other eligible expenses.
- Cell phone and internet stipend.
- Opportunities to attend conferences and other professional development opportunities.

- 401K retirement plan with an employer contribution (contribution starting after 1 year of employment).
- A qualifying employer for the Public Service Loan Forgiveness (PSLF) Program, which forgives the balance of federal student loans for individuals working in public service.

HIPHI outsources HR functions to Altres Staffing, which has a number of additional benefits that would begin upon hire.

To Apply

Complete the application at <https://form.jotform.com/240228064749156>. Applications will be accepted until the position is filled.

Questions can be directed to Jessica Yamauchi at jessica@hiphi.org or (808) 591-6508 ext. 1.

Hawai'i Public Health Institute is an Equal Opportunity Employer