



## Executive Assistant Job Description

**Reports to:** HFUU President & Executive Committee

**Compensation:** 30 hours/week at \$25-\$27/hour depending on experience. This position includes field and office work within the island of O'ahu, HI and virtual/remote office duties.

This position is responsible for assisting the Executive Committee in planning strategies and analyzing business decisions to achieve HFUU's goals and objectives. The Executive Assistant will help HFUU to reach their maximum operational potential and increase productivity to meet projects' demands and ensure the highest member satisfaction. They must have exceptional time-management and organizational skills, especially on performing administrative duties as needed, as well as excellent communication skills to respond to member inquiries, concerns, and requests.

### **Administrative:**

- Oversee HFUU inboxes, GSuite, log-in management.
- Manage HFUU calendar and meeting invites for the executive committee.
- Attend weekly executive and state board meetings.
- Conduct research, prepare, read and analyze documents as requested.
- Assist with travel arrangements for board members.

### **Communications/PR:**

- Thoughtfully craft and represent HFUU as an agricultural leader in Hawai'i throughout all internal and external communications.
- Draft, publish and schedule state-wide and chapter newsletters in Mailchimp.
- Design fliers, posters, print materials, etc. in Canva.
- Manage state-wide social media pages.
- Update website using Wordpress.
- Assist with planning for strategic planning and annual convention.
- Assist with increasing community/membership engagement.
- Represent HFUU in meetings, initiatives and events as needed.

### **Membership:**

- Support chapter's membership chairs.
- Attend monthly National Farmers Union membership director calls.



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- Assist with membership sign-ups, renewals, cancellations.
- Follow-up with membership customer service calls and emails.
- Maintain the membership database in Neon.
- Maintain membership partners.
- Run monthly and weekly membership reports.
- Attend Oahu Chapter meetings when needed.

### **Qualifications:**

- 3+ years of proven experience in an executive administrative role.
- Aloha customer service, proactive and follow-through.
- Attention to detail, reporting and analytical skills.
- Excellent time-management and organizational skills with the ability to balance and work productively on multiple tasks.
- Excellent verbal and written communication skills.
- Ability to work independently, collaboratively and respectfully with Board members, volunteers, and HFUU partners.
- Ability to work with diversity and multi-disciplinary teams.
- Design and tech savvy, with access to the internet and computer.

To apply please send cover letter, resume and three professional references in a single PDF file to [hfuu@hfuu.org](mailto:hfu@hfuu.org).