



ALU LIKE, Inc.

JOB VACANCY ANNOUNCEMENT 16-011

POSITION TITLE: EXECUTIVE SECRETARY (TO THE PRESIDENT/CEO AND BOARD OF DIRECTORS)

REPORTS TO: PRESIDENT/CEO

DEPARTMENT/PROGRAM: EXECUTIVE

Job Summary.

The responsibilities of the Executive Secretary are to provide highly sensitive, confidential and administrative support to the President/CEO, Board of Directors and the Executive Office. Coordinates agency activities, events, projects, corporate operations, etc. Responsible for administrative, diversified support coordination to the President/CEO and the Board of Directors in areas of governance, executive, office management, and fiscal functions in accordance with agency policy and procedures.

Duties and Responsibilities.

GOVERNANCE FUNCTIONS 10%

1. Supports the administration of all governing duties of the Board of Directors.
2. Serves as Executive Secretary to the Board of Directors; executes corporate documents on behalf of the Board Chairperson, maintains the currency of corporate documents, prepares corporate resolutions, minutes, verifications, etc.
3. Responsible for the overall coordination of Board meetings, prepares related documents, meeting materials, Board minutes, meals, refreshments, etc.
4. Supports activities of all Board Committees: Executive Committee, Finance & Audit Committee, Personnel Committee, and Special Committees; assists with the recruitment process of key leadership positions.
5. Maintains a confidential filing system and resource center for purposes of Board referral and information.
6. Serves as point of contact for the Board of Directors; upon direction by the President/CEO, ensures that members are kept abreast of pertinent agency information.
7. Carries out the annual Conflict of Interest process, conducts surveys and other data gathering and analysis activities for the President/CEO and Board of Directors.

EXECUTIVE FUNCTIONS (83%)

1. Responsible for the daily operations of the Executive Unit.
2. Coordinates and distributes agenda and minutes of the Hui O Na Alaka`i meetings, retreats, etc.
3. Collaborates administrative activities and projects for the Hui O Na Alaka`i.
4. Coordinates all travel arrangements for the President/CEO and Board of Directors, to include air reservations, ground transportation, hotel accommodations and meal allowance if applicable.
5. Coordinates all meeting arrangements for the President/CEO including parking and ground transportation when meeting site has little or no accessible parking.
6. Provide administrative support as needed with the ALU LIKE Inc.'s publications.
7. Maintains and coordinates scheduling of Hale O Na Limahana conference room(s) and related equipment schedules.
8. Coordinates the agency's Document Review Process; collaborate with agency administrative departments to assist program departments with related package assembly.
9. Collaborate with agency departments to develop operational policies and procedures, serves as Corporate Policy & Procedures (CPP) retainer for the Executive Department.
10. Prepares pertinent information for the President/CEO for Board related use; coordinates and/or oversees the gathering of information from agency departments.
11. Serves as point of contact for the President/CEO in coordination of appointments, public relations, and internal management meetings.

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Duties and Responsibilities (Continued).

EXECUTIVE FUNCTIONS (83%) (Continued)

12. Screens and organizes work assignments according to President/CEO instructions to align with ALU LIKE Inc.'s policies and procedures.
13. Keeps the President/CEO updated on pertinent matters occurring in his/her absence and of matters requiring his/her attention.
14. Acts as a liaison for program services, administrative services, and staff to ensure a harmonious relationship by delegating assignments.
15. Controls inter-office communications and maintenance according to agency policies and procedures.
16. Serves as liaison with the Hawai'i Congressional Delegation, Hawaiian Service Institutions and Agency Executives, and other external partnerships for the President/CEO in coordinating activities, information, and follow-up.
17. Develops and maintains linkages with individuals and public/private agencies to plan, facilitate, and implement activities which promote the goals and objectives of ALU LIKE Inc.
18. Establishes office procedures and record keeping system to ensure efficiency in supporting the needs of the Executive Office and agency.

OFFICE MANAGEMENT FUNCTIONS (2%)

1. Oversees personnel of the Executive Office to include interviewing, training, counseling, evaluation and supervision.
2. Coordinates day-to-day activities for the President/CEO; prepares and processes authorization and decision-making packages for approval and completes follow-up actions as directed.

FISCAL FUNCTIONS (5%)

1. Maintains and monitors the Executive Division's fiscal record keeping system.
2. Generates purchase orders and related payment processing forms for expenses; completes payment monitoring.
3. Maintains purchase order logs and reconciling discrepancies with the Fiscal Office.
4. Serves as point of contact with the Fiscal Office for related Executive Office's ALU LIKE Inc. expenses and payments.

Interaction.

The Executive Secretary to the President/CEO and Board of Directors has daily and extensive contacts with agency department heads, ALU LIKE's staff, Board of Directors, Hawaiian agencies, and other private/public organizations.

Required Job Requirements.

Education and Experience

1. Bachelor's Degree in Business Administration, Management, Public Administration, or closely related field **and**
2. Two (2) years of progressively responsible and diversified administrative office experience at the Executive level with at least one (1) of those years in a supervisory position or equivalent.

Substitution

1. Associates Degree in Business Administration, Management, Public Administration, or closely related field **and**
2. Four (4) years of progressively responsible and diversified administrative office experience at the Executive level with at least two (2) of those years in a supervisory position or equivalent **or**
3. High School degree or equivalent **and**
4. Six (6) years of progressively responsible and diversified administrative office experience at the Executive level with at least three (3) of those years in a supervisory position or equivalent when such experience provides the functioning level described above.
5. Relevant education above a BA Degree may substitute for experience on a year for year basis.

Skills, Knowledge, and Abilities

1. High-level computer proficiency in word processing, presentation, and e-mail applications.
2. Excellent verbal and writing skills to communicate effectively with individuals and groups.
3. Minimal typing speed of 50 net wpm.
4. Excellent organization and planning skills.
5. Ability to work independently in the absence of direct supervision; flexible.
6. Ability to analyze problems, develop effective solutions, and solve problems.

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Required Job Requirements.(Continued)

Skills, Knowledge, and Abilities (Continued)

7. Ability to plan and coordinate multi-activities/tasks concurrently; independently or as a team member.
 8. Ability to work under pressure; self-motivated with a high degree of initiative.
 9. Must possess a valid Hawai'i driver's license, current no-fault insurance, and daily access to an automobile.
 10. Must be able to obtain a State of Hawai'i Notary Public certification upon employment.
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Working Environment.

1. Light physical effort (ability to carry, lift, push, or pull up to 20 pounds as required).
 2. Mostly sedentary work.
 3. Occasional walking/standing in performing essential job functions.
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Desired Requirements.

1. Previous experience in state or federally funded programs.
 2. Extensive knowledge of ALU LIKE Inc. programs and projects.
 3. Experience, understanding, and knowledge of Native Hawaiian culture and customs.
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SALARY: Salary Level 10. Regular full-time position with benefits

WORKPLACE: ALU LIKE, Inc.
EXECUTIVE OFFICE
2969 Mapunapuna Place, #200
Honolulu, HI 96819

TO APPLY: For consideration, qualified applicants must mail, fax or email
Cover letter and resume to:
ALU LIKE, Inc.
Attn: Personnel Office
2969 Mapunapuna Place, #200
Honolulu, HI 96819
Fax: (808) 524-3670
Email: personnel@alulike.org

SUBMISSION DEADLINE: Position open until filled