



POSITION DESCRIPTION

POSITION TITLE: Administrative Assistant, Democratic Party of Hawai'i

REPORTS TO: Executive Director, Democratic Party of Hawai'i,
Chair of the Democratic Party of Hawai'i

LOCATION: Honolulu, Hawai'i

SCOPE AND RESPONSIBILITIES:

The Administrative Assistant oversees the headquarters of the State Party. The Administrative Assistant is responsible for managing the daily communications of the Democratic Party of Hawai'i. They must be proactive, self starter, reliable, responsive, honest, loyal and discreet. The Administrative Assistant reports to the Executive Director.

Primary responsibilities and duties include, but are not limited to:

- Serve as the receptionist (phone & email) for the Democratic Party of Hawai'i.
- Manage incoming Party communications from members, and the general public, answer their questions or direct those communications to appropriate staff, Board Members, Caucuses &/or DPH's Standing Committees.
- Work with the Party Committees, and Caucuses to ensure the Party headquarters is ready for use. Ensuring the users return headquarters to a clean and standard formation.
- Organize logistics for all meetings of the State Central Committee and Executive Committee; Organize calendar and schedule activities and meetings held at the DPH headquarters.
- Develop, strengthen and grow volunteers to assist at DPH headquarters.
- Process Party membership cards.
- Ensure proper maintenance of all DPH computers, and other Party headquarters equipment.

REQUIRED EXPERIENCE:

- Demonstrated ability to establish and maintain a credible reputation and high-profile presence in the community as would be required on behalf of the Democratic Party of Hawai'i.
- An excellent leader, able to manage volunteers at headquarters.
- Proven excellence in written and oral communication.
- An individual who is passionate about the success of the Democratic Party and the quality of life for Hawai'i residents.
- Fluent in Google Docs, Sheets, and Calendar, as well as internet and social media.

DESIRABLE EXPERIENCE:

- Knowledge and understanding of the political landscape within Hawai'i.
- Experience maintaining membership programs and services consistent with Democratic Party needs and activities.

PERSONAL ATTRIBUTES:

Key Attributes: Excellent manager of paid staff and volunteers, trustworthiness/believability, professional appearance, interpersonal and communications skills, self-starter, results oriented, diplomatic, ability to multi-task, resourceful, strong public communication skills, open-minded to differing views, outgoing and approachable, able to work with little supervision, excellent time management skills, responsive and timely follow-up.

Political Acumen: Basic knowledge in current practices, trends, and other information affecting the Democratic Party in Hawai'i.

Member Focus: Dedicated to meeting the expectations and requirements of internal and external groups; effectively articulates and promotes Democratic Party of Hawai'i programs and services; talks and acts with Democratic Party of Hawai'i values in mind; establishes and maintains effective on-going relationships with board members and all groups and gains their trust and respect.

CLASSIFICATION: Exempt (subject to overtime).

WORKING CONDITIONS:

Part-time position. Monday through Friday at the DPH headquarters.

\$20 - \$23 per hour

25 hours per week

Registered voter in Hawai'i and Member of the Democratic Party of Hawai'i.