**JOB POSTING**

**EXECUTIVE ASSISTANT TO**

**COUNCIL VICE-CHAIR KEANI RAWLINS-FERNANDEZ**

**Position:** Executive Assistant

**Status:** Full-time

**Salary:** Based on experience

**Location:** Wailuku, Maui; Kaunakakai, Molokai; remote work possible

**Schedule:** Monday-Friday days; nights and weekends as needed

**Vice-Chair Rawlins-Fernandez**

Council Vice-Chair Keani N.W. Rawlins-Fernandez holds the Maui County Council seat for the Molokai Residency Area and is one of nine elected Councilmembers representing all Maui County residents. She is recruiting for a full-time Executive Assistant in her Council office.

**Staff Appointments**

The Executive Assistant for Councilmember Rawlins-Fernandes will be selected and supervised by the Councilmember for the 2021-2023 Council term, and does not have permanent or civil service status. The term begins upon effective date of hire and expires at noon on January 2, 2023. Executive Assistants may be reappointed to additional terms.

**POSITION DESCRIPTION**

**Summary of Duties:**

The following is a non-exhaustive list of Executive Assistant duties:

* Provide administrative, legislative, and research assistance to carry out the functions of the Councilmember’s office.
* Answer phones, schedule appointments, and manage Councilmember’s calendar.
* Manage email, website, social media, and other platforms, including developing content and responding to messages.
* Draft correspondence, reports, and other documents.
* Organize and maintain digital files, folders, and databases.
* Attend community events and represent the Councilmember as directed.
* Develop and maintain positive relations with other Councilmembers and their staff, County department representatives, community leaders, organizations, constituents, and members of the public.
* Manage Councilmember’s office budget and inventory.
* Other related duties and special projects as assigned.

**Position Requirements:**

* Graduation from an accredited college or university may be helpful, but is not required.
* Knowledge of or experience in office administration, public affairs, legislative drafting, or budget analysis preferred.
* Familiarity with Maui County and Hawaiian culture and language preferred.
* Excellent interpersonal and communication skills, both written and oral.
* Strong analytical, organizational, and problem-solving skills.
* Exceptional time management, multi-tasking, and prioritization skills.
* Responsiveness to and respect of co-workers, colleagues, and constituents.
* Ability to work independently and under pressure, with a demonstrated sense of urgency, integrity, and adaptability.
* Proficiency in Microsoft Office, including Word, Excel, and PowerPoint.
* Experience with videoconferencing platforms such as BlueJeans or Zoom.
* Proficiency in social media, including Facebook, Twitter, and LinkedIn.
* Occasional evening and weekend hours may be required.
* Professional demeanor and positive attitude a must.

**Physical Demands:**

The following physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job:

* Ability to talk and hear frequently as job involves daily oral communication.
* Ability to sit, stand, twist, reach, walk, and climb stairs.
* Ability to travel by personal vehicle, perform periodic office errands, and travel by airplane to interisland and mainland U.S. locations.
* Some lifting may be required.

**Work Eligibility**

All persons seeking employment with the Maui County Council must be citizens, nationals, or permanent resident aliens of the United States or eligible under Federal law for unrestricted employment in the United States at the time of their application for employment and must be residents of the State within 30 days after beginning their employment and as a condition of eligibility for continued employment. Applicants must provide evidence verifying citizenship or alien registration status and employment authorization in the United States at the time of application.

**Nondiscrimination Policy**

The Maui County Council does not discriminate on the basis of race, sex, sexual orientation, age, religion, color, ancestry, national origin, disability, marital status, pregnancy, arrest and court record, assignment of child support, National Guard participation, or any other basis covered by State or Federal laws governing nondiscrimination.

**How To Apply**

Deadline to apply: **September 1, 2022**

Email your resume and cover letter to:

recruitment@mauicounty.us and Keani.Rawlins@mauicounty.us.

Or send by mail to:

Office of Council Vice-Chair Rawlins-Fernandez

c/o Molokai Residency Area Office

P.O. Box 889

Kaunakakai, HI 96748

If you have questions or need more information on this position, please contact the Office of Council Services at recruitment@mauicounty.us or call (808) 270-7838.

This document describes the general nature and level of work performed by personnel assigned to this job classification. This document is not an exhaustive list of all responsibilities, duties, and skills required of personnel so assigned. The Councilmember has the right to add, revise, or delete job duties and corresponding information within this document at any time.

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