



## Special Events & External Affairs Officer

Posted: April 21, 2021

Full-Time

Location: Honolulu, HI

### Job Details

#### Description

##### OVERVIEW

*The Pacific & Asian Affairs Council (PAAC) is preparing the next generation of leaders for an increasingly interconnected world and promoting citizen diplomacy one handshake at a time. We are a thriving, mission-driven, Hawaii-based, nonprofit organization that provides global education opportunities open to all Hawaii high school students and connects our community to emerging foreign leaders. PAAC participants value diversity, curiosity, and social responsibility - and so do our employees. Our programs build bridges, inspire young leaders, and develop global citizens.*

***PAAC as an organization sees collaboration, hard-work, and dedication to mission as essential. We also pride ourselves in being kind, fun-loving individuals!***

The ideal candidate for this position will believe deeply in the benefits of providing the people of Hawaii greater opportunities to understand and engage with global and international issues. The candidate will be able to independently manage time, multi-task efficiently, and thrive in a collaborative environment.

The position is based in Honolulu, Hawaii and will require occasional work on weekends and evenings (when many PAAC events take place). The position may require travel on Oahu, throughout the state, and potentially internationally or domestically. Some programs will take place virtually or in online formats.

##### RESPONSIBILITIES

***Areas of Responsibility:*** Special Events, Donors, Communications & Marketing, Community Events, Intern Program

- **SPECIAL EVENTS:** Plan and implement all aspects of PAAC's two annual fundraisers, the International Golf Classic and Annual Gala, with direction from the Executive Director and event committees. Responsibilities include event publicity, sponsor/donor solicitation, maintaining good relationships with vendors, tracking revenue and expenses to ensure events remain within budget, coordinating committee meetings, training and coordination of volunteers, and all other duties related to the events.
- **DONORS:** Maintain and expand individual, alumni, and corporate donors, including correspondence, database management, and preparing marketing materials for donor drives and year-round recruitment

- **COMMUNICATIONS & MARKETING:** Update content on PAAC's website and all social media accounts; respond to interactions. Prepare and distribute press releases, seasonal newsletters, and holiday mailing. Work with Program Directors to review and/or create marketing materials for program promotion including flyers, social media posts, advertisements, and brochures.
- **COMMUNITY EVENTS:** When opportunities arise, coordinate community events such as forums and social events. Work with the High School Global Education Program Director to coordinate the annual Student Showcase.
- **INTERN PROGRAM:** Recruit and manage interns to assist with office/program duties. Review work and creatively find ways to acknowledge, thank, and provide benefit to interns.

***Support/Other:***

- **OFFICE SUPPORT:** Prepare monthly deposits, process monthly credit card transactions, and maintain cash log. Track and maintain office supplies.
- Support, as needed, other PAAC programs, including but not limited to Global Vision Summits, Academic WorldQuest Competition, International Visitor Leadership Program meetings, and K-12 teacher workshops
- Potentially serve as a chaperone on overseas or domestic Study Tours
- Complete other projects or assignments as requested by the Executive Director

**QUALIFICATIONS**

**EDUCATION:** Minimum: Bachelor's degree in a related field such as Business, Communications, Public Relations, Marketing, or Hospitality Management

**REQUIRED SKILLS**

- Team-player, self-motivated, organized, adaptable
- Strong interpersonal skills and able to manage time and multiple tasks efficiently
- Excellent oral and written communication skills
- Prior experience in coordinating events
- Computer proficiency, including use of Microsoft Office applications (e.g., Word, Excel, PowerPoint, Publisher, etc.), Google Suite applications (e.g., Gmail, Google Drive, Google Docs, Sheets, Forms etc.), and online video conferencing platforms such as Zoom. Able to gain proficiency in other online software applications.

**PREFERRED SKILLS**

- Experience coordinating fundraising events, managing donor base, and/or managing social media
- Graphic design experience using platforms such as Canva
- Basic knowledge of Drupal website software
- Experience living, working, or traveling in Asia/Pacific

**SALARY RANGE:** \$40,000-\$50,000

Does this sound like you? If so, we want to hear from you. **All applications must include a resume and cover letter to be considered. Please send to: [ed@paachawaii.org](mailto:ed@paachawaii.org) by May 7, 2021.**

PAAC strives to offer competitive compensation for nonprofit work and provides a comprehensive benefits package including health and wellness benefits, SIMPLE IRA match, and work/life balance programs, as well as opportunities for professional development.

PAAC values a diverse workforce and encourages people from underrepresented communities to apply. All applicants will receive consideration for employment without regard to age, ancestry, arrest and court record, citizenship, color, disability status, gender identity or expression, race, marital status, national origin, religion, sex, sexual orientation, or veteran/military status.