GOING HOME HAWAI'I
RESTORATIVE JUSTICE. EQUITY. SAFE COMMUNITIES.

JOB DESCRIPTION: EXECUTIVE SYSTEMS COORDINATOR
FULL-TIME SALARIED EXEMPT (Effective February 1, 2026)

The Executive Systems Coordinator works directly under the President & CEO to support executive operations, administrative systems, AI-enabled workflows, Coordinated Integration Services (CIS) readiness, and consortium coordination. This role serves as a bridge between executive priorities and day-to-day operations, ensuring systems are organized, responsive, and sustainable.

Duties and Responsibilities:

Executive & Administrative Support

- Manage and coordinate the CEO's calendar, meetings, travel, and communications.
- Serve as a primary point of contact between the CEO and community stakeholders.
- Support executive operations, including budgeting, expense tracking, and document management.
- Attend and support Board of Directors and consortium meetings; prepare agendas, take minutes, and manage follow-up.
- Coordinate meetings, events, and special projects aligned with executive priorities.
- Perform data entry, reporting, and preparation of spreadsheets, presentations, and internal documents.
- Conduct policy and legislative tracking relevant to GHH's mission and consortium work.
- Support HR-related documentation and intake coordination (in consultation with ProService Hawai'i).
- Perform general administrative duties and maintain confidential files and records.

AI-Enabled Systems Support

- Support executive leadership in integrating AI-enabled platforms into administrative and executive workflows.
- Coordinate AI-assisted processes related to:
    - Document drafting and version control
    - Grant and report development support
    - Data tracking, dashboards, and internal reporting
    - Scheduling, communications, and workflow optimization
- Support staff adoption of approved AI tools through coordination and guidance (not technical development).

Coordinated Integration Services (CIS) & Sustainability Support

- Maintain working knowledge of CIS administrative requirements applicable to justice-involved participants.
- Support leadership and program staff in organizing documentation and workflows for CIS implementation and billing readiness.
- Assist with administrative coordination related to GHH's NPI, billing infrastructure, and CIS compliance processes.
- Track and organize CIS-related data and documentation to support reimbursement and sustainability efforts.

Communications & Systems Support

- Operate and manage virtual platforms (Zoom, Webex, Microsoft Teams).

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- Support external communications, including social media content, press releases, and public-facing materials, in coordination with executive leadership.
- Respond to inquiries from program participants and tenants and route appropriately to staff or partners.
- Support all programs with administrative needs as assigned.
- Perform other duties consistent with the scope of the position.

Minimum Qualifications & Experience:

- High school diploma required; college degree in business, public administration, political science, or a related field preferred.
- Minimum three (3) years of experience providing high-level administrative support to executive or senior leadership.
- Strong organizational skills and ability to manage confidential information.
- Proficiency with digital tools, virtual platforms, document management, and data tracking systems.
- Apply AI-supported administrative tools in an ethical, professional manner.
- Ability to learn CIS administrative and documentation requirements.
- Knowledge of community resources and justice systems; lived experience is a plus.
- Excellent written and verbal communication skills.
- Availability for occasional evenings or weekends.
- Valid driver's license, insured vehicle, and ability to travel locally and occasionally statewide or out of state.

GHH Benefits Package:

- Health, dental, vision, and prescription coverage with HMSA or Kaiser (100% employer-paid premium).
- PTO – Vacation: Accrual at 6.667 hours per month of active full-time employment from month 1 through month 59; 10 hours per month from month 60 through month 119; and 13.334 hours per month from month 120 and beyond. Annual rollover capped at 40 hours.
- PTO – Sick Leave: Accrual at 6.667 hours per month of active full-time employment. Sick leave may not be accrued beyond 80 hours per year.
- Sixteen (16) paid holidays and two (2) half days off annually.
- Bereavement leave with pay of up to three (3) days.

Physical Abilities:

- Engage with a computer keyboard and look at a computer monitor for long periods of time per day.
- Climb and/or walk up and down stairs and/or walkways.
- Sit for long periods of time per day.
- Lift, carry, pull and/or push items up to 30 pounds at a time and for short distances. Such motions may include reasonable bending, stooping, reaching, and twisting.

Starting Annual Salary:

- $50,000

Effective 2/1/2026