

# WOMAN'S BOARD OF MISSIONS FOR THE PACIFIC ISLANDS

## JOB DESCRIPTION FOR EXECUTIVE ADMINISTRATOR

### EXECUTIVE ADMINISTRATOR

The Executive Administrator is responsible to the Woman's Board of Missions for the Pacific Islands (WBMPI) Council for the overall administration of the organization to successfully achieve its mission, and to judiciously steward the organization's resources to safeguard its future. While she is included in decision making, the Executive Administrator has no voting capacity.

### ORGANIZATIONAL DESCRIPTION

The Woman's Board of Missions for the Pacific Islands is a non-profit 501(c)3 affiliate organization of the Hawaii Conference United Church of Christ. The WBMPI has been in existence since 1871. As a ministry, the WBMPI engages in collaborative ministry with diverse partners that provide spiritual direction for those seeking to know God, relief to those without shelter, women and children survivors of domestic violence, impoverished children, and women impacted by incarceration. Our three-fold vision statement is to: inspire and empower women to become active Christians, nurturing the Spirit in their individual lives, homes, community and the entire world; to educate and encourage children in their highest potential; and to be in partnership with sister organizations sharing similar values.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

#### Administrative:

- ◆ Prepare for and attend scheduled WBMPI meeting and present reports to the Council
- ◆ Clearly and effectively communicate with the Council regarding issues related to WBMPI organization's development
- ◆ Maintain communication with the Hawaii Conference United Church of Christ Office regarding upcoming events, opportunities for partnering in a ministry/project, etc.
- ◆ Compile. Generate and serve as managing editor for WBMPI publications including the *Annual Report* and the 4-page newsletter *Morning Star* (quarterly)
- ◆ Respond to calls, messages, and inquiries promptly and professionally
- ◆ Be in regular communication with the WBMPI membership
- ◆ Oversee the acquiring and delivery of in-kind donations
- ◆ Search and meet with potential donors and develop/identify multiple avenues of revenue-generating opportunities
- ◆ Research and recommend fund-raising venues

### **Community Engagement:**

- ◆ Establish and maintain key relationships with UCC and other churches
- ◆ Honor requests of invitations to speak at UCC and other churches, women's groups, organizations, etc.
- ◆ Meet with organizations and individuals to strengthen relationships beyond the UCC sector
- ◆ Attend UCC scheduled events such as the 'Aha Pae'āina

### **Membership:**

- ◆ Work collaboratively with Island Vice Presidents concerning needs on their respective islands and how the WBMPI can be involved
- ◆ Expand membership by promoting the ministry and outreach of the WBMPI
- ◆ Invite guests and guest speakers to WBMPI meetings and events
- ◆ Ensure the membership application and membership directory are updated and kept in the WBMPI office

### **Annual Meeting:**

- ◆ Work with the Planning Committee to plan and coordinate the Annual Meeting
- ◆ Schedule and confirm participants for the program and order lei for special guests
- ◆ Secure and venue and caterer
- ◆ Create flyers, tickets and promote thru the *Coconut Wireless*, *The Morning Star* and other marketing opportunities
- ◆ Compile, generate and print the Annual Report

## **QUALIFICATIONS**

- ◆ **Ethical Conduct** – Must serve with integrity, trustworthiness, and humility. Maintain professionalism consistent and in alignment with the core values of the WBMPI. Must maintain the conviction to consistently safeguard confidential information.
- ◆ **Passion for Missions** – Must be committed to the UCC, be a member of a UCC church, love God, love working with women and have a passion for God's missions.
- ◆ **Strong Interpersonal Skills** – Establish and maintain positive and loving working relationships with others both internally and externally to fulfill the mission of the organization.
- ◆ **Communicate Effectively** – Must speak, listen and write in clear, thorough and timely manner using appropriate and effective communication.
- ◆ **Decisive Leadership Skills** – The ability to assess situations to determine the importance, urgency and concerns. Make clear recommendations to the Council which are timely and in the best interest of the WBMPI.
- ◆ **Technological Aptitude** – Proficiency in software applications (i.e. Microsoft Word, Pages, Excel, PowerPoint, Keynote) and email.
- ◆ **Problem Solving** – Ability to address challenges and facilitate positive outcomes and a desire to learn and ability to implement new concepts, technologies and methods.
- ◆ Grant-writing skills preferred

## **EDUCATION and/or EXPERIENCE**

- ◆ Bachelor's degree or equivalent combination of education and experience
- ◆ Minimum of three years of experience as an Executive Administrator or equivalent
- ◆ Experience with non-profit organizations preferred
- ◆ Leadership ability evidenced by performance in past or previous roles

## **PHYSICAL REQUIREMENTS**

- ◆ Standing, sitting, often bending, reaching, balancing, occasional lifting, crouching, walking, climbing stairs, kneeling, lifting 10-25 lbs.
- ◆ Speaking, hearing, good to excellent vision.
- ◆ Utilizing hands and fingers to accomplish physical tasks.

## **SALARY AND BENEFITS**

- ◆ Salary negotiable. Individual Medical insurance, if needed. Flexible work schedule, half-time hours. Free parking on site provided.

## **Application Information**

**Submit applications, cover letter/personal statement, 2 letters of recommendation and resume by mail or email to:**

Attn: Valrie Griffith, Treasurer  
Woman's Board of Missions  
1660 S. Beretania Street  
Honolulu, HI 96826  
valriegriffith@yahoo.com

**All applications must be received by July 31, 2026**

*The Woman's Board of Missions for the Pacific Islands is an equal opportunity employer; people of color and diverse backgrounds are encouraged to apply. The WBMPI does not discriminate on the basis of race, color, national origin, ethnic background, sexual orientation, age or disability.*