



KAUAI ECONOMIC DEVELOPMENT BOARD

P.O. Box 3921, Līhu'e, HI 96766 · Tel: 808.245.6692 · Fax: 808.246.1089 · Web: www.kedb.com

Position: Program Support Specialist – 1.0 FTE

Work Environment: This is an at-will FLSA exempt salaried position. This position requires irregular work hours that may include working on weekends and evenings.

Duties:

Functioning under the supervision of the Executive Director, Finance Director, Program Managers and the Executive Committee of the Kaua'i Economic Development Board (KEDB), this position has responsibility for:

- 1.) Up to 50% - Administrative and Operation Support – Provide direct support to the Executive Director, Finance Director, Program Managers, the Executive Committee and Members of KEDB.
 - a. Administrative Duties – Providing presence at the KEDB Office during office hours, making copies, fielding phone calls, supporting KEDB Members, checking KEDB mail, making bank deposits, having checks signed and distributed to appropriate vendors/grantees.
 - b. Property Management Support– Supporting tenants, interfacing with perspective tenants, showing property, support contracted property manager, supporting and providing access to KEDB support and utility contractors under the guidance of the Property Committee.
- 2.) No less than 20% - Direct Grant / Program Support – Provide direct support to program execution where labor performed is a measurable deliverable for program satisfaction.
 - a. Performing grant / program tasks identified in the statement of work of the respective grant / program.
 - b. Recording and paying grant / program related expenses under the guidance of the designated Program Manager.
 - c. Coordinate KEDB Committee Meetings and grant / program related meetings for the Program Managers.
 - d. Distribute correspondence to KEDB Members and grant / program stakeholders as assigned by the designated Program Manager.
 - e. All other duties assigned by the respective Program Manager providing the direct labor charging.
- 3.) No less than 20% - Program Management, Junior – Act as accountable Program Manager on fixed price programs under \$100,000 in value.
 - a. Manage and implement grants / programs as assigned by the KEDB Executive Director and / or Executive Committee.
 - b. Generate reports and correspondence for grant / program stakeholders and KEDB Committees and Members of the assigned grant / program.
 - c. Generate reports and updates as necessary for the major KEDB Board, Executive Committee and Members during KEDB Board Meetings.
 - d. Execute tasks which directly satisfy the statement of work or the measurable deliverables of the grant / program.
 - e. Any and all other tasks necessary to satisfactorily complete the grant / program assigned.
- 4.) 10% - Other Duties Assigned

- a. Accounting support – Provide documentation for expenses, provide reports to the accounting team and provide documentation to the audit team.
- b. Operational Contract Support – Assist Executive Director, Program Director, Program Managers and Executive Committee to coordinate the preparation and execution of KEDB contracts. Upkeep support contracts for KEDBs vendors, consultants and business partners (IT, Copier, Office Equipment, etc.).
- c. Stewardship of KEDB Property – Upkeeping KEDB Property both physical and intellectual (cleaning, sorting, filing, backing up of data and updating technical assets).
- d. Transparent accounting of KEDB Resources – Utilizing tools and technology provided by the organization to transparently account for the time, effort and capital spent working for the organization.

Preferred Qualifications:

- Associates degree or experience substituted
- At least two years economic development experience
- Familiarity with and relationships within the Kaua`i business/political communities
- Commercial property management experience
- Excellent verbal and written communication skills

KEDB HAS THE RIGHT TO REVISE, ALTER OR AMEND THIS POSITION, THE JOB DESCRIPTION, AND/OR THE ABOVE LISTED DUTIES AT ANY TIME TO MEET THE NEEDS OF THE COMPANY.

THE PERCENTAGES INDICATED FOR THE DUTIES OF THE PROGRAM SUPPORT SPECIALIST ARE INTENDED AS GOALS AND NOT AS DEFINITIVE POSITION REQUIREMENTS. KEDB UNDERSTANDS THESE PERCENTAGES CAN AND WILL FLUCTUATE DURING THE YEAR.