

**Job Title:** HBC Membership Outreach and Web Care Development Coordinator - Intern  
**Department:** Hana Business Council  
**Reports To:** Hana Business Council Supervisor – Heidi Lea  
**FLSA Status:** Nonexempt-intern  
**FTE:** 0.50 - 0.75 (20 - 30 hours per week)  
**Prepared Date:** October 2021

**SUMMARY:**

An internship with the Hana Business Council provides a position to teach an individual about the collective efforts of the HBC’s work. We are looking for a Membership Outreach and Web Care Development Coordinator to assist the Hāna Business Council (HBC); and to work in support of the HBC mission:

*Hāna Business Council exists to support business endeavors, create business and employment opportunities within the special culture and traditions of aloha, for the health and welfare of our East Maui area.*

The intern will assist the Hāna Business Council with administrative tasks and duties. This opportunity will allow for on the job training and serve as valuable experience to the selected individual. This position provides insight on the diversity of businesses that exist in East Maui and will aid in developing the work that the Hana Business Council performs, including assisting with membership outreach and directory updates on the HanaMaui.com website.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Maintain membership roster and assist with building new memberships
- Engage in outreach on behalf of HBC membership directives
  - Grant Reporting and Opportunity Monitoring
  - Coordinate relationships with other agencies and businesses.
- Support HBC Board of Directors monthly, bi-annual membership and committee meetings
  - Capture agenda and action items
  - Maintain financial bookkeeping and budget
- Scheduling meetings and appointments with members when needed
- Coordination of correspondence to membership via MailerLite
- Management of areas within HanaMaui.com
  - Work with Hana Community News and other channels of info, assisting with event and calendar posts
  - Support directory listings

**NONESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Performs other duties as assigned.

**SUPERVISORY RESPONSIBILITIES:**

- None

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Enrolled in an approved internship program
- Basic knowledge of businesses.
- Willingness to learn and be available for ongoing training.
- Ability to communicate and direct clients to appropriate resources.
- Ability to record and maintain accurate reporting data.
- Ability to establish working relationships with businesses.
- Understanding of community history, traditions and beliefs.
- Understands and relates to diverse cultural backgrounds and various social and economic levels.
- Excellent interpersonal skills, which include, written, verbal and listening.
- Cooperative team player and a desire to help others.
- Knowledge and application of proper telephone etiquette.
- Organized, detail, and tasks oriented.
- Working knowledge of computer applications including desktop applications and data entry or willingness to be trained.
- Basic typing skills and the ability to use standard office machines.

**EDUCATION and/or EXPERIENCE:**

- Enrolled in the Dislocated Worker Program at the Maui American Job Center
- Willingness to work and learn MS Office Suite, Quickbooks and email tools
- Knowledge of office administrator responsibilities, systems and procedures
- Hands on experience with office machines (e.g. fax machines and printers)

**LANGUAGE SKILLS:**

- Ability to write routine reports and correspondence.
- Ability to speak effectively before groups of clients and co-workers.

**REASONING ABILITY:**

- Ability to apply sound judgment to carry out instructions.
- A creative mind with an ability to suggest improvements
- Ability to interact, relate and have compassion for persons with mental and/or physical disabilities.
- Ability and desire to help those less fortunate.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

- Valid driver's license and access to an insured vehicle.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is:

- Must be vaccinated against the COVID-19 Virus.
- Frequently required to sit; use hands to finger, handle, or feel; and talk or hear.
- Occasionally required to stand, walk, and reach with hands and arms.
- Regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is:

- Occasionally exposed to moving mechanical parts, fumes or airborne particles, outside weather conditions, and vibration.
- The noise level in the work environment is usually moderate.