



**City and County of Honolulu
Neighborhood Commission Office
Ke Ke'ena Komikina Kaiāulu
*Celebrating 50 Years, 1973***

**Neighborhood Assistant I
(Full Time Position)**

About us:

O'ahu's Neighborhood Commission Office was created in 1973 to assure and increase community participation in the decision-making process of government. The system applies the concept of participatory democracy, involving communities in the decisions that affect them. It establishes an island wide network of elected neighborhood boards as communication channels, expanding and facilitating opportunities for community and government interaction.

Neighborhood Board Meeting: A monthly open forum between members of the community, government representatives, and elected officials. Members of the public have the right to submit testimony on any and all agenda items.

Neighborhood Assistant: Interacts and serves as the main point of contact for elected officials including city council members, representatives and senators from the State and Federal governments as well as staff members.

Duties and Responsibilities

- Main liaison between the Neighborhood Board and the Neighborhood Commission Office
- Prepares agendas and minutes for timely mailing and posting
- Records and drafts minutes of regular monthly Neighborhood Board meetings
- Proficient communication and writing skills
- Customer service experience encouraged, but not required
- Must be flexible in working hours
- Occasional evening board meetings at various locations across O'ahu
- Knowledgeable with virtual (Webex) meeting platform
- Assume the role of host for the meeting platforms; hosting includes monitoring, engaging, and facilitating participation by the virtual attendees
- Familiar with associated equipment such as screens, projectors and sound systems
- Some technical knowledge to work with the videographer to support troubleshooting video and audio production

Requirements:

- Knowledge of governmental organizations and functions of the City and County; pertinent functions of State and Federal agencies; community resources; public relations
- Understanding of virtual participation platforms with regard to individuals wishing to testify as well as those in person wishing to testify
- Knowledge of laws, rules and regulations: Sunshine Law, Neighborhood Plan, Robert's Rules of Order
- Possession of an appropriate valid Hawaii State driver's license, as required

Benefits:

21 days of Vacation, 21 days of Sick Leave, 13 holidays, health/dental/vision plans, training and development, etc. provided <https://www.honolulu.gov/hr/benefits.html>

**Send resume to nco@honolulu.gov or email/call for more questions. Mahalo!
www.honolulu.gov/nco | (808)768-3710 | Instagram: @hnlnc**