

# EXECUTIVE DIRECTOR SEARCH

## Hawaii United Okinawa Association



*The Executive Director (ED) serves as the chief operating officer for the Hawaii United Okinawa Association (HUOA) and manages the daily administrative operations of the HUOA and the Hawaii Okinawa Center (HOC). The ED plans, manages, and directs the day-to-day activities of the HUOA staff to provide administrative support to HUOA Programs, as well as to support the various HUOA standing committees and subcommittees to maintain and operate the HOC facilities, which include a banquet hall, meeting rooms, museum/gift shop, administrative offices and grounds.*

*The ED works in concert with the Executive Council, the standing committees and subcommittees established by the HUOA Bylaws and works for the Board of Directors to develop and implement the HUOA's Strategic Plan. The ED maintains a close, collaborative relationship with member clubs, volunteers, community associations, civic organizations and government entities here as well as in Okinawa.*

*Applicants should have experience in managing people and facilities, excellent oral and written communication skills, the proven ability to coordinate and manage multiple tasks. Ability to speak Japanese and specific knowledge of the HUOA are a plus. Having the Uchinanchu spirit is a must! Salary and any fringe benefits are negotiable.*

*Email your resume to: [huaedsearch@gmail.com](mailto:huaedsearch@gmail.com)*

*Or send to: Hawaii United Okinawa Association  
94-587 Ukee Street  
Waipahu, Hawaii 96797-4214*

*Resumes should be received by May 18, 2019.*