



**Job Title:** External Affairs Manager

**Reports to:** Chief External Affairs Officer

**Education:** Bachelor's degree in Communications, Marketing, Community Engagement, External Affairs, or related field preferred

**Salary:** \$70,000 - \$75,000

**Position:** Full-time, Exempt

**Schedule:** Full-time, occasional evenings & weekends may be required

**Location:** Honolulu office

### **About HomeAid Hawaii:**

We are a fast-growing nonprofit developer focused exclusively on building housing solutions for homelessness or at risk of homelessness. Our approach to affordable housing is to reduce the cost of construction through philanthropy, regulatory tools, pro bono labor, and discounted services, materials, and supplies. This approach allows HomeAid Hawaii the opportunity to pass on deep discounts to Hawaii's most vulnerable people in a housing crisis.

Currently, we are the lead developer for the State of Hawaii's Kauhale Initiative and Maui Wildfire Housing response. Our approach to development is rooted in balancing construction with community relations through outreach and community engagement.

Our mission is to help people experiencing homelessness, or who are at risk, build new lives through construction, community engagement, and education.

### **Job Description:**

The External Affairs Manager supports HomeAid Hawaii's external affairs initiatives through communications, storytelling, community engagement, media coordination, partnerships, events, and brand support.

This role works closely with the Chief External Affairs Officer, digital and PR partners, production teams, builders, nonprofit partners, and community stakeholders to help manage campaigns, content creation, fundraising support, media outreach, volunteer engagement, and public-facing initiatives.

The ideal candidate is highly organized, collaborative, creative, and mission-driven, with strong writing and communication skills and the ability to manage multiple projects in a fast-paced environment.



## **Duties & Responsibilities:**

### Communications & Media Coordination

- Manage relationships with the organization's digital marketing agency to support social media strategy, newsletters, and communication campaigns
- Manage content planning, scheduling, and execution across communication channels
- Develop and oversee written content including newsletters, website copy, social media messaging, and organizational communications
- Manage relationships with external vendors, media partners, and consultants to support press releases, media outreach, and storytelling initiatives
- Lead the collection of information, content development, review processes, and approvals for media and communication materials
- Maintain and uphold consistency in brand voice, messaging, visual identity, and communication standards across all public-facing materials

### Storytelling & Production Support

- Work with vendors to coordinate client interviews, video shoots, and photography sessions
- Assist in preparing shot lists, schedules, releases, and production logistics
- Support storytelling efforts that highlight residents, partners, volunteers, projects, and organizational impact
- Help organize and manage digital content and brand assets

### Community Engagement & Events

- Assist in managing fundraising events, volunteer activities, tours, speaking engagements, and community activations
- Coordinate with vendors, sponsors, community partners, builders, and volunteers for events and outreach efforts
- Support community engagement initiatives alongside the Community Engagement Director
- Help coordinate collaborative promotions and campaigns with partner organizations and industry stakeholders

### Administrative & Organizational Support

- Support tracking of communication calendars, project timelines, deliverables, and campaign schedules
- Maintain organized files, media lists, contact databases, and communication records



- Assist with meeting coordination, presentation preparation, and external affairs administrative support
- Support general coordination across external affairs initiatives and special projects

#### Other Duties & Responsibilities

- Performs other related duties assigned to meet the needs of the organization

#### **Minimum Job Qualifications:**

- Bachelor's degree in Communications, Marketing, Community Engagement, External Affairs, or related field preferred
- Minimum 2 years of experience in communications, marketing, nonprofit outreach, public relations, event coordination, or related field
- Excellent written and verbal communication skills
- Strong organizational skills with the ability to manage multiple projects and deadlines
- Experience coordinating events, vendors, or project logistics
- Familiarity with social media platforms and digital communication tools
- Basic graphic design or visual content skills preferred
- Ability to work collaboratively with internal teams, community partners, and external vendors
- Proficiency in Adobe Creative Cloud Apps, Microsoft Office Suite and cloud-based collaboration tools
- Must possess a valid Hawai'i Driver License and State-mandated Auto Insurance
- All candidates must pass a background check before being hired

#### **Preferred Qualifications:**

- Experience working with nonprofit organizations, community initiatives, or mission-driven brands
- Familiarity with Adobe Creative Suite, or similar design tools
- Experience supporting media relations or public relations campaigns
- Experience coordinating photography, video, or content production projects
- Understanding of brand management and storytelling strategies
- Knowledge of Hawai'i communities and local nonprofit landscape

#### **Physical Requirement:**

- Ability to sit at a desk and use a computer for extended periods of time.
- Occasional standing, walking, bending, reaching, and lifting of light office items up to 25 lbs.



- Ability to operate general office equipment such as computer, printer, photocopier, scanner, phone system, postage meter, etc.
- Hand-eye coordination and manual dexterity to use office equipment and handle paperwork.
- Visual acuity to read printed and electronic documents and computer screens.
- Must be articulate. Must have professional listening and speaking communication capabilities both in person and electronically.
- Must be willing to travel throughout the State of Hawaii.

**Benefits:**

- 100 percent employer paid Medical, Dental, and Vision
- Thirteen paid State of Hawai'i holidays annually
- Sixteen (16) paid days per twelve (12) months earned on an accrual basis for vacation and sick leave.
- 401(k) retirement plan with discretionary employer match up to 3 percent following probationary period
- Flexible healthcare spending plan
- Mileage reimbursement per company and IRS guidelines for eligible mileage
- Company cell phone
- Student loan forgiveness support
- Hybrid work schedule based on team needs
- Hybrid home ergonomics and cyber security support as needed
- Company paid professional development and annual certification renewals