



Marianita Lopez Executive Fellowship

The American Civil Liberties Union of Hawai'i ("ACLU-HI") works to dismantle systemic injustice and protect the civil liberties for all through legal, political, and educational efforts. The **Marianita Lopez Executive Fellowship** was created to honor the legacy of Marianita Lopez, a remarkable woman of color trailblazer who has served on the ACLU-HI Board for over 18 years. **This one-year fellowship will allow a self-motivated, detailed-oriented, attorney from a diverse background to gain hands-on experience in legal leadership and executive management**, while playing a key role in our fight to protect civil rights in Hawai'i.

Position Overview

Title:	Marianita Lopez Executive Leadership Fellow
Location:	Honolulu, Hawai'i
Deadline to Apply:	April 30, 2025; applications accepted until the role is filled
Start Date:	Fall 2025 (exact date negotiable)
Supervision:	Reports to the Executive Director
Classification:	Full-time, Exempt
Salary:	\$60,000 USD

Essential Job Functions

- Leadership

- Oversee special projects; conduct cutting-edge research for the Executive Director
- Build innovative strategies to expand the ACLU-HI's impact across Hawai'i and nationally
- Establish and maintain collaborative relationships with ACLU-HI staff, board members, volunteers, donors, stakeholders, and community partners on behalf of the Executive team
- Identify and implement innovative solutions to streamline Staff and Board operations
- Coordinate logistics for leadership meetings, team-building events, and special initiatives
- Ensure all ACLU-HI content is of excellent quality, on-brand, and consistent in style
- Monitor and uphold the organization's compliance with numerous nonprofit regulations

- Administrative Support

- Assist Executive team in managing calendars, scheduling meetings, and tracking deadlines
- Record meeting minutes and prepare materials such as reports, presentations, and agendas
- Act as a liaison to coordinate communications between the Board of Directors and Staff
- Assist in drafting, researching, and editing documents for the Board and Executive team
- Fulfill all and any other duties "as assigned" by the Executive Director, in a timely manner

- Office Organization

- Organize hundreds of boxes of storage materials and build an archival library for ACLU-HI
- File, review, and proofread confidential documents with the utmost discretion
- Handle the Executive team's calls, emails, and other correspondences in a timely manner
- Maintain and organize documents and contact lists using a consistent and logical system

Other Job Functions

- Keep the mission of the ACLU-HI at the center of all actions and operations
- Mobilize supporters to engage, take action, and become an ACLU-HI volunteer member
- Think creatively, strategically, and openly about how our organization can better integrate equity, diversity, inclusion, and belonging into our day-to-day operations
- Promote a welcoming, inclusive, and respectful work environment for all staff members

Required Qualifications

- Juris Doctor (JD) and/or a Master of Business Administration (MBA), earned by Fall 2025
- Administrative experience in a firm, nonprofit organization, or fellowship program
- Proficiency in all Microsoft Office tools, legal research tools, and design software
- Exceptional written and spoken communication skills, including strong proofreading skills
- Strong attention to detail when handling sensitive materials, ensuring strict confidentiality
- Excellent interpersonal skills that is positive and collaborative, driven by values, accountability, teamwork, and creativity; ability to manage stress
- Ability to anticipate needs and plan accordingly, problem-solve, coordinate complex activities, communicate concisely, prioritize multiple demands, and meet deadlines.
- Self-motivated and independent work ethic, with the ability to collaborate with and contribute effectively to a team environment while producing high-quality, error-free work.
- Adaptability and willingness to learn, embracing critical feedback from management

Additional Qualifications

- Working knowledge of Hawaii's political, social, and cultural landscapes
- Familiarity with the ACLU's work and impact both statewide and nationally
- Demonstrate commitment to civil rights, civil liberties, and the ACLU-HI mission
- Demonstrate commitment to working with diverse communities and coalitions
- Awareness of one's cultural identity; ability to accept people with varying cultural norms

Working Conditions

- Exempt employees should generally be available Monday-Friday, 8:30 a.m. to 5:30 p.m., with a minimum of three days a week in-office and the option to work two days per week remotely.
- The following physical demands and work environment conditions represent those required and encountered by an employee to perform essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions:
 - Input information into a computer for long periods of time
 - Periodically work extended hours, including on evenings, weekends, and holidays
 - Travel across the state of Hawai'i as needed

Benefits

- **Time-Off:**
 - Staff receive 14 days off for holidays, 5 floating holidays per calendar year, 18 paid-time-off days their first year; 24 days their second and third year; and 30 days in their fourth year and beyond. After year four, employees qualify for paid sabbatical leave.
- **Insurance**
 - 100% paid employer-provided health insurance (medical, dental, drug and vision); long-term disability; and a defined contribution plan with employer match.

- **Family & Medical Leave**

- 16-weeks of paid time-off per eligibility year to care for a newborn child, adopted child, or parent with medical needs, as defined by the relevant policy.

- **Professional Development**

- Budget permitting, the Fellow will receive one paid opportunity to travel outside of Hawai'i for an approved professional development convening.

How to Apply

- Email these materials to jobs@acluhawaii.org by **April 30, 2025**. Include “Executive Fellowship Application” in the subject line:

1. Cover Letter (maximum: 2 pages)
 - a. How does your experience and skills qualify you for this position?
 - b. Why are you interested in working at the ACLU of Hawai'i?
2. Resume or CV (maximum: 5 pages, inclusive of a publication list)
3. Two Writing Samples (maximum: 10 pages; one should be a memo)
4. Three References (two must be former supervisors)
 - a. For each, include: name, job title, direct phone number, and email address

ACLU-HI undertakes inclusive strategies in its recruitment efforts to assure persons with disabilities have full opportunities for employment. We encourage applicants with disabilities who may need accommodations in the application process to contact hr@acluhawaii.org.

The ACLU of Hawai'i is an equal opportunity employer. We value a diverse workforce and an inclusive culture. It is our policy to employ qualified people without regard to: ethnicity; race; color; religion; sex; national origin; age; ancestry; disability; sexual orientation; veteran's status; marital status; civil union status; arrest or court record; citizenship; credit history; genetic information; gender identity or expression; status as a victim of domestic violence, sexual violence, or stalking; or any other characteristic protected under federal or state law.