



Executive & Outreach Coordinator

Daikin is committed to good corporate citizenship, providing new employment opportunities at our various sites. The company also makes every effort to contribute materially to the well-being of all aspects of the communities in which we work and live.

Summary / Objective:

This role serves as a strategic partner to DAI's executive leadership, providing high-level administrative and community event-coordination leadership. Under minimal supervision, the Executive and Outreach Coordinator independently manages complex administrative functions and leads the planning and execution of executive-level events and community initiatives. Exercises sound judgment, makes proactive decisions that support organizational priorities, resolves complex issues, and ensures seamless coordination across multiple departments and community.

Qualifications:

- College degree in business administration, communications, organizational leadership, or a related field is preferred. Equivalent job experience may be accepted in lieu of degree.
- 2 years' experience in event planning and administrative support for organizational leaders is required.
- 2-year experience working in a community facing role or organization is preferred.

Knowledge, Skills, and Abilities:

- Knowledge and experience in Microsoft Office (Word, Excel, PowerPoint, Share Point) and Outlook, and/or equivalent platforms.
- Effective Internal and External Communication Skills.
- Excellent command of spelling, punctuation, grammar, and overall written and verbal communication.
- Knowledge of local community leaders and organizations.
- Proven ability to represent the organization at events, meetings, and community engagements in a professional, courteous, and polished manner.
- Demonstrated ability to guide, support, and motivate others; fosters a collaborative and productive work environment; and leads by example in professionalism and accountability.
- Ability to work across Japanese-American cultural lines.

Competencies:

- Strong Verbal and Written Communication
- Prioritizing
- Attention to detail and accuracy
- Commitment to Confidentiality
- Strong Planning and Organizational Skills
- Advanced Organizational and Time-Management Abilities
- Strong Interpersonal Skills and Teamwork
- Customer Service Orientation
- Flexibility and Adaptability
- Initiative and Proactive Thinking
- Reliability and Dependability
- Manage Multiple Tasks Simultaneously

Physical Demands:

- Capable of lifting 20 lbs.
- Ability to bend over, kneel, squat, stoop, twist and climb stairs.
- Ability to physically work as needed to meet the noted job description.

Essential Functions:

- Prompt, regular, and dependable attendance is an essential function of this position.
- Leads the strategic coordination and prioritization of schedules for multiple executives, ensuring alignment with organizational priorities and proactively resolving conflicts.
- Oversees the planning and selection of meeting facilities, catering, and logistical needs, making independent decisions that ensure seamless execution of key plant activities.
- Independently manages and approves complex travel arrangements for executives and management personnel, ensuring cost-effective and efficient travel solutions.
- Manages executive expense reporting from preparation through submission, ensuring accuracy, compliance, and timely resolution of discrepancies.
- Develops, organizes, and delivers executive-level agendas and presentations, applying sound judgment to shape content and flow.
- Drafts and reviews high-level correspondence on behalf of senior leadership, ensuring professional representation with outside vendors, suppliers, and partners.
- Participates in meetings as a trusted representative of executive leadership, providing insight, capturing actions, and ensuring timely follow-through.
- Oversees and prioritizes the intake of visitors, calls, emails, and mail, making informed decisions on routing and issue escalation.
- Leads the coordination and execution of company events, including welcome/farewell activities, appreciation breakfasts, customer visits and other strategic events supporting organizational culture and engagement.
- Plans and manages high-visibility visits from corporate and VIP guests, ensuring a professional and impactful experience aligned with company goals.
- Coordinates the planning and execution of the annual Daikin Festival; leading the Festival update meetings, collaborating with all teams/committees, supervising budget adherence, and ensuring responsible stewardship of resources; both internal and external.
- Provides leadership in organizing community relations events, including major charity and outreach events like the United Way Charity Golf Tournament, while tracking, managing, and reporting related budgets.
- Manages the Community Contributions budget on behalf of executives, making informed recommendations and ensuring alignment with corporate social responsibility goals.
- Acts as a visible and trusted liaison between DAI executives and community organizations, representing the company at public events or as a board member when assigned.
- Leads engagement activities with local educational partners, including the Partner in Education programs, to strengthen community and workforce development connections.
- Works closely with HR and Plant Leadership on the administration of the Daikin EPIC Scholarship Program and other similar programs.
- Oversees strategic content planning, creation, and publication of the organization's social media content, ensuring posts align with corporate communication strategy, reinforce brand messaging, and support community and stakeholder engagement.
- Creates and publishes the company shift calendar.
- Organizes, gathers content for, and edits the Daikinian newsletter.
- Leads organizational communication and rollout of Concur system changes, ensuring clarity, adoption, and compliance across all departments.

- Additional assignments as deemed necessary by management.

Position: Exempt – Resume Required for Qualified Candidates

This posting will expire internally on October 19, 2026.

Daikin America, Inc., the world's foremost developer and manufacturer of fluorochemical products, has exceptional opportunities for dynamic, collaborative individuals who share our values and beliefs in Safety, Environment, and Quality. Daikin America's excellent compensation and benefit structure provides health and medical insurance (including dental and vision), paid vacation and holidays, retirement plan, and bonus eligibility.

Daikin America, Inc. is an equal opportunity employer.

Job Type: Full-time