



Position Description Administrative Assistant

The Administrative Assistant role supports the day-to-day administrative tasks at Kūlanīākea. This position works closely with the Executive Director and will handle a variety of tasks including office communication, and basic financial tracking to ensure smooth and efficient workflow within the organization.

Responsibilities:

- Oversee office calendars, events, and additional appointments or meetings
- Support preparation and review correspondence, presentations, reports, and memos
- Organizational strategy, and all other special projects as assigned
- Supports event planning and management
- Prepare and distribute internal communications and newsletters.
- Support the Executive Director in internal and external communications
- Assist the Executive Director in preparing Board reports for upcoming meetings
- Track and organize receipts, invoices, and other financial documents for the Executive Director

Qualifications:

- Proficiency in Hawaiian Language
- Team player
- Education: Associate's Degree in Business Administration, Human Resources, or a related field (or equivalent experience).
- Experience: At least 2 years of office administration experience, preferable in a nonprofit or school setting.
- Strong organizational and communication skills
- Ability to think critically and act accordingly, anticipate and plan ahead
- Experience with private, confidential, and protected information
- Proficiency in Google Suite (Docs, Sheets, etc.) and Microsoft Office (Word, Excel).
- Communications and marketing experience, including ability to utilize social media platforms and email distribution list
- Basic understanding and knowledge of Quickbooks Online, Canva, etc.

This position is a full-time position and will require work on some evenings and weekends. Most of the work duties required are in the office at a desk during normal business hours. Organizational programming needs may also require work outdoors. The position requires the ability to perform sedentary work at a desk, and the ability to lift 50lbs.