



**HUI MALAMA LEARNING CENTER
Job Description**

- I. **Position:** Office Assistant
- II. **Reports to:** Programs Development Director
- III. **Supervises:** None

IV. **Budgetary and/or Fiscal Responsibilities:**

	Direct		Indirect
	Salary/Fringe		Salary/Fringe
	Equipment	X	Equipment
	Other:	X	Other: Agency Supplies

V. **Signature Authorities:**

	Type of Action	Defined Limitations
	Checks & Payments	
	Personnel Actions	
	Time Reports & Payroll Actions	
	Purchasing Actions	
	Reports/Communications	As delegated by Executive Director
	Receiving Supplies/Services	As delegated by Executive Director

VI. **Major Duties & Responsibilities:**

Responsible for assisting and supporting Programs Development Director to effectively manage daily operations of the organization, and implement organizational capacity building, fund development and program development activities including but not limited to:

OFFICE ASSISTANT:

- Front office, reception and kitchen area – keeping these areas neat and tidy, morning responsibilities include opening up office, putting chairs on lanai, cleaning kitchen area, throwing away garbage, etc.
- Maintain phone system – answer the phone and route calls or give information, update voicemail system as necessary
- Mail – maintain postage machine, stamp outgoing mail
- Publicity – keep folder with copies of newspaper articles and letters of support, responsible for keeping all HMLC booklets, brochures, and fliers up to date and copied for distribution, help with the design of new flyers and ads
- Provide clerical and administrative support to Program Development Director and/or Finance & HR Director
- Program information – give basic information on programs to callers, route detailed calls to program directors, mail out information as requested by callers, keep packets of registration materials up to date
- Collect all tuition payments and tally at end of shift.
- Maintain and monitor Google Calendar for staff schedules, equipment and rooms.
- Be aware of building facility needs and initiate maintenance requests and notifications when needed.

- Serve as initial contact person for Information Technology (IT) needs. Be able to troubleshoot basic computer and printer problems, recommend referral for larger issues.
- Supplies – keep supply closet neat and tidy.
- Assign document numbers to purchase requests, maintain and track document database.
- Assist in purchasing supplies via web or travel to local stores

VII. Other Duties:

- Attend staff meetings as determined by Executive Director and/or other Directors
- Attends in-service training and professional development workshops as assigned
- Participates in Hui Malama functions and activities
- Performs other duties as assigned, necessary for the orderly and effective functioning of Hui Malama educational programs and services designated by Executive Director and/or Program Development Director.

VIII. Minimum Qualifications:

- 1) **Education:** Graduation from an accredited two (2) year college with an Associate's Degree in related field. Sufficient and applicable work experience may substitute for a two year degree.
- 2) **Experience:** Two (2) years administrative or related experience
- 3) **Knowledge, Abilities & Skills:** Proficient in Google Calendars, Microsoft Excel, Access and Word. Demonstrated proficiency in written, oral, organizational and communication skills. Ability to establish and maintain rapport with people of varied and diverse backgrounds and needs. Ability to work harmoniously with a diverse range of co-workers and students.

IX. Desirable Qualifications: Graduation from an accredited four (4) year college with a Bachelor's Degree in related field. Experience working in non-profit and/or government agencies. Knowledge of local community's educational needs and resources. Understanding of and experience with at-risk youth.

X. Exempt/Non-Exempt Position: Exempt