



Administrative Coordinator

POSITION DESCRIPTION

Kupu is a 501c3 nonprofit organization which aims to empower youth to serve their communities through character building, service learning, and environmental stewardship. Kupu aims to train and equip young adults in Hawaii and throughout the Pacific Rim with work skills, life skills, and knowledge to help them become successful as individuals and as part of the greater community. Kupu is staffed by people with a heart to better Hawaii while working as a team with a purpose of doing what is pono and doing what is best for Hawaii and its people. Kupu is a team-focused, vibrant, and synergistic organization whose culture is dynamic and seeks to make a larger impact on Hawaii.

Our Mission

“To empower youth to serve their communities through character-building, service-learning, and environmental stewardship opportunities that encourage integrity (pono) with God, self and others.”

Administrative Coordinator Position Duties

This is a full-time position that includes, but is not limited to, the following duties:

- **Assist in developing, implementing, coordinating and evaluating program needs, goals, programs, delivery systems and outcomes as follows:**
 - Assist in overseeing, organizing and coordinating program logistics

- **Recruiting**
 - Assist with member recruitment and the selection process
 - Conduct/attend presentations and site visits
 - Assist in ensuring that positions are filled

- **Orientation and Training**
 - Assist with facilitation and planning of orientations and trainings on all islands
 - Assist in assembling and distributing orientation materials to members
 - Coordinate logistics for trainings and orientations

- **Data and Administrative Tasks**
 - Ensure members and sites are fulfilling their requirements by submitting timesheets, data, evaluations, surveys and other paperwork in a timely manner
 - Prepare timesheet reports for payroll
 - Collect, organize, process and track program paperwork (applications, resumes, waivers, member contracts, etc.); Help to ensure incoming paperwork is complete and accurate
 - Assist with the creation of applicant lists and manage program rosters
 - Prepare and/or send out communication materials, such as acceptance packets, letters of regret and other information to recipients
 - Setup and manage logistics involved with program coordination or events
 - Collect, maintain and prepare statistical information and data pertinent to reporting, measuring program success and tracking program impact



- Setup events, appointments or interviews with members, sites and partners
- Prepare materials for and assist at interviews, orientations, trainings and other events
- Answer phone calls and respond to inquiries
- Record meeting notes
- Run errands as needed

- **Program Development**
 - Assist with research, developing and writing administrative policies for implementation within Kupu
 - Evaluate areas of responsibility and look for best practices to streamline operations
 - Maintain healthy communication with members, sites and partners
 - Ensure that programs run smoothly and efficiently
 - Assist with and attend recognition events

- **Other duties as assigned**

Administrative Coordinator Requirements

Administrative Coordinator must meet the following minimum requirements:

- Available full-time Monday through Friday, as well as for possible weekends and evenings
- Willing and available to travel to neighbor islands for program events
- Meet Kupu's Criminal History Check and Driver's Abstract requirements
- Possess a valid Driver's License
- High School Diploma
- High computer/Microsoft Office skill level
- Experience in running programs and events
- Extremely detail-oriented and thorough follow through skills
- Team player with leadership qualities or managerial skills
- Effective verbal and written communicator with a positive attitude
- Be able to show good judgement
- A lifelong learner with excellent problem-solving skills
- Excellent interpersonal relationship skills

Preferences

Administrative Coordinator is preferred, but not required, to have the following:

- Bachelor's degree
- Experience or interest in working in environmental conservation
- Experience or interest in working with youth and young adults
- Enjoys the outdoors for occasional extended periods of time

Position reports to the Administrative Manager

To apply: Go to the [application](#) and submit, and send a writing sample to careers@kupuhawaii.org
