



Administrative Assistant

POSITION DESCRIPTION

About Kupu

Established in 2007 as a Honolulu-based 501(c)3 non-profit, Kupu empowers future generations to create a more sustainable, pono Hawai'i. Kupu accomplishes this by partnering with conservation and sustainability focused agencies throughout the state and pacific in providing hands-on service opportunities that educate and mentor youth and young adults to become stewards of our communities and environment. Since 2007, Kupu has risen to meet the increasing demands of the green economy by engaging over 3,000 youth in the areas of conservation, sustainability and environmental education. Kupu affirms the Hawaiian notion of "ma ka hana ka 'ike" or "in working one learns". This approach has led to the creation of hundreds of service-learning opportunities which blend vocational training and green leadership development to support over 150 conservation and sustainability organizations across Hawai'i and the Pacific region.

Kupu 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."

Position Overview

The Administrative Assistant will support Kupu's objectives through clerical and administrative support of the Director and Finance team. The Administrative Assistant will report directly to Kupu's Chief Operating Officer.

Position Duties/Responsibilities include but is not limited to the following

- Office Management
 - Receives, distributes and delivers outgoing mail
 - Manages special events including holiday, birthday and anniversary celebrations
 - Support in troubleshooting office equipment when needed
- Coordination/Scheduling
 - Maintains COO and directors' appointments by planning and scheduling meetings, conferences, teleconferences, and travel
 - Prepares meeting documents
 - Planning, scheduling and coordination of staff events
 - Establishes and organizes regularly scheduled staff meetings
- Administrative/Clerical
 - Prepare receipts and expense reports
 - Provides support in areas such as the preparation of correspondence, payment and petty cash requests, reimbursements, submitting receipts, making deposits, copy and scan tasks, and other projects as assigned
 - Take meeting minutes and distribute to attendees



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- Maintains and monitors phone and main email lines
- Editing/Formatting outgoing documents as needed
- Internal/external document management
- Other areas of support as needed

Position Requirements

- Experience as an administrative assistant or office admin assistant
- Proven experience/capability with coordination of scheduling/travel logistics etc.
- Proficiency in MS Office (Excel, Word, Office, etc.) and google suite
- Strong written and verbal communication skills
- Strong time management skills
- Available full time Monday through Friday

Administrative Assistant Preferences

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

- Associate degree
- 2 years prior experience in an office of 10 employees or more
- Multi-tasking ability
- Detail-oriented
- Excellent interpersonal relationship skills

Apply: Apply online at <https://www.hrsymphony.com/hrs/apply/1136/T5B3>

**Employment with Kupu is contingent upon successful completion of a criminal history background check*