Administrative Assistant
POSITION DESCRIPTION

Established in 2007 as a 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 which educate and mentor young adults and emerging professionals to become stewards of our communities and environment. Since 2007, Kupu has risen to meet the increasing demands of the green job sector 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 assists in the development of Hawai‘i’s emerging professionals in the green job sector while supporting over 150 conservation and sustainability organizations across Hawaiʻi and the Pacific region.

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

Position Overview
The Administrative Assistant will support Kupu’s objectives through clerical and administrative support of various organizational . The Administrative Assistant will report directly to Kupu’s Chief Operating Officer.

Type: Full-Time
Location: Honolulu, HI
Reports to: Executive Assistant

Position Duties
Primary duties for the Administrative Assistant position includes, but is not limited to, the following:

- Office Management
  - Supports staff and tenants in necessary office related needs
  - Receives, distributes, and delivers outgoing mail
  - Supports with coordination of varying office functions and events
  - Maintains needed office supplies and equipment
  - Assists with management of Kupu inventory
  - Assists with office errands and tasks as needed
  - Manages Kupu general phone line and email accounts as needed
  - Coordinates office calendars
  - Keeps offices in working order

*In accordance with Federal Law, Kupu is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability*
• Coordination/Scheduling
  o Coordinates and schedules appointments, meetings, conferences, teleconferences, and travel as needed
  o Prepares meeting documents
  o Plans, schedules, and coordinates staff events and functions
  o Establishes and organizes regularly scheduled staff meetings
• Administrative/Clerical
  o Provides administrative and clerical support to Kupu leadership team as needed
  o Prepares receipts and expense reports
  o 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
  o Takes meeting minutes and distribute to attendees as needed
  o Edits and formats outgoing documents as needed
• Other areas of support as needed

Position Requirements
Candidates must meet the requirements below in order to be considered for the position:
• Available to work full-time, Mondays through Fridays with occasional weekends as needed
• Possess a valid driver’s license and meet Kupu’s driving abstract requirements
• Relevant experience in an administrative and/or clerical role
• Proven experience 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
• Excellent interpersonal relationship skills

Preferred Qualifications
It is preferred that the applicant has the following:
• Associate degree
• 2 years prior experience in an office of 10 employees or more

Apply: Interested applicants can apply at: https://www.hrsymphony.com/hrs/apply/1612/C5AW

*This description is not designed to be a complete list of all duties and responsibilities required for this job

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