Executive Assistant

POSITION DESCRIPTION

Established in 2007 as a Honolulu-based 501(c)3 non-profit, Kupu empowers future generations to create a more sustainable Hawai‘i. The organization provides hands-on training and national service programs that educate and mentor youth to become stewards of culture and environment. Kupu has provided opportunities which have trained more than 4,000 young adults and emerging professionals in conservation, sustainability, and environmental education. These young adults have supported Kupu partners to provide more than 3 million hours of service, which has culminated in planting over 1 million native plants and removing over 100,000 acres of invasive species. For their service, Kupu has presented $5.5 million in education awards to support the continued growth of its members. To date, Kupu has generated more than $130 million in economic benefits to the state of Hawai‘i.

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.”

Department Goals

The Office Administrative Team works to support and manage a wide range of functions in order to allow staff to better perform their duties. Such functions include but are not limited to:

- Office management and maintenance
- Reception and Correspondence
- Administrative support

Position Overview

The Executive Assistant works under the Chief Executive Officer to perform a wide range of functions involving the oversight and management of the Kupu and Pono Pacific office and operations. The Executive Assistant also handles clerical tasks and prioritizes correspondence, allowing the executive team to focus on decision-making and higher level responsibilities. The Executive Assistant serves as a link between the Chief Executive Officer and the rest of the staff, and contributes to better organization and planning. The Executive Assistant also supervises the office administrative team to support and manage office and workplace functions.

Type: Full-time  Location: Honolulu  Reports to: Chief Executive Officer

Position Duties

Primary duties for the Executive Assistant position includes, but is not limited to, the following:

- Administrative duties to the Chief Executive Officer and team
  - Manages executive calendar, schedules appointments, coordinates travel arrangements, processes high-level, confidential information pertaining to Pono Pacific and Kupu,

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• Maintains files for certain personal affairs of the CEO
• Addresses other personal issues for CEO Reports
• Provides administrative assistance, such as writing and editing e-mails, drafting memos, and preparing communications on the executive’s behalf
• Assists Kupu and Pono Pacific Executive Team with administrative and miscellaneous support as needed
• Supports Kupu Board through scheduling and planning board and committee meetings, creating meeting packets, recording meeting minutes, communicates with other organizations, boards and committees, etc.
• Provides support to the Executive Team for organization wide planning functions and office and administrative management functions

• Office and Administrative Management
  o Supervises Administrative Team in the execution of organizational administrative functions including but not limited to:
    ▪ Welcoming visitors to the office and forwarding them to the appropriate party
    ▪ Maintaining the office directory and other systems
    ▪ Assisting with administrative duties associated with Kupu vehicle management
    ▪ Maintaining and monitoring general phone and email lines
    ▪ Coordinating regularly scheduled staff activities and meetings, creating special events including holiday, birthday and anniversary celebrations.
  o Provides support in areas that crosses organizations 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 Develops and manages a budget for office repairs, cleaning, decor and staff events.
  o Collaborates with Kupu Human Resources as needed for coordination of interviews, onboarding and off boarding new staff and scheduling orientations and trainings.
  o Acts as liaison to building management and outside vendors to help troubleshoot issues and/or place work order requests
  o Subtenant Support and Management
• Other duties as assigned

**Position Requirements**
Candidates must meet the requirements below in order to be considered for the position:
• Available full-time Monday through Friday, as well as possible weekends and evenings (occasional travel may be required). Available on call to CEO as needed
• Bachelor’s degree or higher, preferably in a related field (business administration, communications, etc.)
• Strong proficiency in Microsoft office and google suite programs
• Strong supervision and leadership skills
• Strong team player with ability to work with others
• Excellent time management skills and strong ability to meet deadlines
• Excellent verbal and written communication skills

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- Strong organization skills and ability to multitask
- Strong problem-solving and decision making skills
- Self-driven and proactive
- Strong willingness to be flexible in meeting position needs
- Must meet Kupu’s Criminal History Background Requirements

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