

Administrative Assistant Position Available Immediately

Be part of our family mission to restore the native ecosystem at Palehua!

Half-time, permanent position (with the potential of moving to full-time depending on candidate's skills and availability). Position available immediately; prefer starting June 1-8 for training.

Compensation: \$20/hour with medical/dental/vision coverage.

Location: downtown Honolulu, Hawaii. Parking provided.

Hours of Work:

This is an hourly wage position. Approximately 20 hours per week of work is expected, primarily within normal business hours but occasionally including some weekend and late-hour responsibilities. Remote work may be possible some of the time with approval of supervisor.

Position requirements:

Must have basic office computer skills, including word processing, spreadsheeting, filing, scanning, emailing, and use of software. Familiarity with Omni Suite and QuickBooks desirable. Written and verbal communication skills are essential. A professional demeanor, attention to detail, and ability to work independently are assets.

Description:

Gill Ewa Lands, LLC (GEL) will employ a part-time, hourly assistant to provide administrative services at the GEL office and, occasionally, in other locations. Work will include routing correspondence, generating financial summaries from Quickbooks and Stripe, communicating with GEL members, providing support at meetings, taking notes, undertaking research, facilitating volunteer work projects, filing documents, purchasing supplies, delivering documents, and general office work.

The Administrative Assistant's priority will be to support the GEL Management Committee with tasks as may be assigned from time to time, which may include taking lead responsibility for certain GEL projects.

The Administrative Assistant must work well with other staff, contractors, volunteers and the public in support of GEL's mission. The Assistant must be reliable, perform work in a timely manner, and able to handle confidential matters with discretion. For more information on GEL, see www.gill-ewa-lands.org.

Duties and Responsibilities:

1. General Office Work
 - a. Receives telephone calls and handles or directs them appropriately
 - b. Staffs GEL reception desk; greets and directs guests
 - c. Performs general office tasks such as copying, scanning, and filing

- d. Reviews incoming correspondence, forwarding appropriately
 - e. Communicates with GEL members, other employees, contractors, agencies, and the broader “GEL ‘ohana” on behalf of GEL
 - f. Prepares basic financial summary reports from Stripe and Quickbooks
2. Purchases
- a. As approved by supervisor, purchases office supplies and other materials for GEL use
 - b. Provides GEL Treasurer with confirmation of purchases
 - c. Utilizes GEL credit card for official purchases when authorized
3. Volunteer Coordination
- a. Helps to maintain records of GEL volunteers, including contact information
 - b. Assists in the planning of volunteer work days, including developing descriptions of work and recording RSVPs
 - c. Distributes information to volunteers, including waiver forms and directions
4. Meetings
- a. Assists with notifications of GEL meetings
 - b. Assists with logistics of meetings, both in-person and by video or audio
 - c. Takes notes, including items for follow up
 - d. As requested, attends meetings or conferences of interest to GEL and reports on information gained
5. Other Duties
- a. As needed, makes deliveries and pick-ups, either on foot or using personal or hired vehicle.
 - b. Performs internet and other research in support of GEL projects
 - c. Performs other duties and special projects from time to time as assigned by GEL management

How to apply: Resume and/or letter of interest may be emailed to gill.ewa.lands@gmail.com.