

Position: Executive Office Administrator
Molokai Child Abuse Prevention Pathways (MCAPP)

Position Responsibilities: The Office Administrator (OA) oversees the professional organization and presentation of the MCAPP office to optimally, effectively and efficiently fulfill its mission of keeping children safe and promoting 'ohana wellbeing by preventing sexual violence and building healthy relationships on Molokai. The position also acts as a key community liaison. Besides clerical skills experience and detail-orientation, the highly valued qualities sought are excellent organizational and communication skills, trustworthiness, friendly, hospitable, and professional.

Responsibilities include, but are not limited to:

1. Organize and maintain the office layout, condition, and professional presentation.
2. Organize office operations and procedures. Coordinate office activities and operations for efficiency and compliance to company policies. Arrange timely repairs and maintenance of office equipment. Work with vendors and keep their contracts up to date. Track and, upon approval of the ED, replace and stock office supplies as necessary to avoid interruptions of standard front office procedures.
3. Retrieve mail, and manage correspondence via emails, letters, packages, phone calls, social media and other forms communication. Create and update records of correspondence with community members, donors, and board members.
4. Coordinate and assist with the preparation of meetings, presentations, tabling, and workshops, including the event set-up and breakdown.
5. Recordkeeping and filing.
6. Financial tasks: make bank deposits, post bank deposits to a log, initiate timely invoicing and follow up on bill collection.
7. Coordinate and supervise volunteer administrative staff to ensure satisfactory performance of job tasks.
8. Assist with social media and website management.
9. Assist executive director
10. Assist program staff
11. Other duties as assigned.

Supervises: Volunteer office staff such as Youth Representatives (YR) fulfilling office tasks, event volunteers, speakers, as deemed necessary.

Reports to: the OA reports to the Executive Director (ED).

Essential Functions:

Coordination of Office Operations

- Organize and maintain the office layout, condition and professional presentation.
- Arrange timely repairs and maintenance of office equipment.
- Organize office operations and procedures.

- Retrieve mail, and manage correspondence via emails, letters, packages, phone calls, social media and other forms communication.
- Work with the accountant and perform the following financial tasks: make bank deposits, post bank deposits to a log, initiate timely invoicing and follow up on bill collection.

Assist Executive Director

- Assist with calendar
- Assist with the preparation of Board of Director meetings and gatherings.
- Assist with fundraising efforts, including but not limited to: correspondence, donor management and relations, copies, reports, proposals, approvals, and scanning

Assist Program Staff

- Act as an informed communication liaison between MCAPP and the general public, and able to handle inter-agency inquiries
- Be able to forward inquiries to appropriate program staff via telephone, email, or by giving business cards if inquiry is in-person at the office
- Accompany program staff to school and community presentations if deemed necessary by Executive Director

Necessary Qualifications

- Friendly and professional
- Experience as an office manager, administrative assistant, or other position that would give applicant experience of office culture and expectations
- Proficiency in Microsoft Office programs, such as Word, Excel, Outlook, etc.
- Able to type 55 words per minute or highly motivated to learn

Minimum Qualifications

- High school graduate with at least 6 months of college or equivalent
- 1 year of work experience in social services, customer service or related area

Desirable Qualifications

- 1 year of work experience in social services, customer service or related area

Professional Expectations

- Excellent time management skills and ability to multitask and prioritize work
- Excellent written and verbal communication skills
- Strong organizational and planning skills in a fast-paced environment

Physical Requirements

- Able to be in a stationary position for up to 8 hours a day, with reasonable breaks
- Able to set up and operate office and presentation equipment
- Able to travel to off-site and off-island locations as needed

Requirements: Valid driver's license; COVID-19 current policies.

Salary: Competitive salary range dependent on experience and education.

Hours: Part-time, hourly, non-exempt position working weekdays with some evening and weekend duties and overnight off-island travel. Some flexibility in work schedule. 830am-130pm. 25 hours/week.

MCAPP Guiding Principles

- Molokai Nui A Hina: *We honor Molokai and the people of Molokai*
- A'o: *We create reciprocal learning, teaching, engagement, impact, and change*
- Kumu Waiwai: *We build safe spaces, healthy relationships, and strong collaborations*
- Ola: *We nourish ourselves, as well as the people and places that nourish us*