

Full-time Administrative Assistant (Program Support)

Company: The Episcopal Church in Hawai‘i

Location: Honolulu, HI 96813

Industry: Nonprofit organization

Status: Full-time non-exempt

REPORTS TO: Office Manager

DESCRIPTION: Provide administrative support for programs, committees and ministries, including but not limited to:

- Academic Dean and Assistant Dean to Waiolaihui‘ia and Naimiloa
- Hawaiian Ministry
- Pacific Islander Ministry
- Stewardship Committee
- Asian Ministry
- Evangelism Committee
- Christian Formation Committee
- Vibrant Christian Communities

The person in this position is responsible for becoming an active and integrated member of the broader office staff. Synergy and teamwork are critical to achieving goals related to the ends set by the board and require the understanding of the limits within which we all work as staff. This is accomplished by fully engaging in staff activities and by abiding by the guidelines established in the Employee Manual.

HOURS: This full-time position is situated at the Office of the Bishop during regular business hours (9:00am to 5:00pm), although certain responsibilities may require occasional evening and/or weekend hours and off-site location work, including potential travel.

DUTIES: The duties include the following. Other duties may be assigned.

- Staff the receptionist phone and desk; act as primary point-of-contact for clergy and churches with general inquiries, referring to others when necessary
- Maintain a directory or database of key contacts for the various programs, committees and ministries that the individual will support
- Arrange meeting and event logistics (reserve meeting spaces, arrange off-site reservations, parking, set-up, coordinate catering, etc.)
- Prepare and disseminate documents and other materials for meetings
- Conduct mail merges to create registration forms, badges, letters, envelopes, etc
- Create and work with fillable or web-based forms (Word/Adobe/Formstack)
- Proof the e-Chronicle and e-News, as well as diocesan event invitations
- Compose, type and file correspondences and other records; periodically purge records and transport to off-site facility
- Scan documents to folders, e-mail and e-file as required
- Make copies of correspondence or other printed matter

- Enter data (data entry) and generate reports
- Assist with sorting and distributing incoming mail and process outgoing mail; sign for and accept packages, deliver to appropriate person
- Authorize air travel for meetings and events
- Compile the airfare report spreadsheet, credit card bill, and match with printed travel confirmation receipts
- Maintain petty cash used at events
- Manage and track event registrations
- Run off-site errands (requires access to a personal vehicle and a valid driver's license)
- Complete special projects and other duties as assigned

QUALIFICATIONS

Because this person will be working with sensitive information, a background check will be required and must be passed. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and Experience

High school diploma (or equivalent) required. Preferred: Associate's degree or equivalent from two-year college or technical school and a minimum of 2 years' related experience and/or training.

General Requirements, Skills and Aptitudes

- Valid Class 3 (or higher) driver's license
- Excellent proofreading skills
- Highly resourceful, organized and attentive to detail; strong analytical skills
- Ability to effectively prioritize, multi-task and manage time
- Regularly completes projects before deadlines
- Ability to work independently as well as collaboratively within a team
- Willing to take on projects and learn new skills/tasks
- A positive attitude and high level of flexibility, handles interruptions well
- Excellent written and oral communication, customer service, and interpersonal skills; ability to build effective relationships with all levels of staff and external relations
- High level of professionalism, diplomacy and discretion with the ability to maintain matters of confidentiality
- Interest in the company's mission and operations

Language Skills: The ability to read and speak English is a must, as is a high level of skill in written English, including spelling, grammar and punctuation. Some knowledge of Hawaiian would be helpful, but is not required.

Mathematical Skills: Basic math skills to include the ability to add, subtract, divide, multiply, and calculate percentages.

Computer and Office Equipment Skills

Strong computer and Internet research skills, including spreadsheet and Word programs, as well as e-mail are required.

- Ability to utilize Microsoft products (Word, Outlook & Excel) software at an intermediate level or better on either a Mac or PC
- Ability to conduct internet research
- Ability to use multi-line phones, copier, fax, printers
- Average typing speed: 50 wpm

Physical and Mental Requirements: The Administrative Assistant will:

- Spend long hours sitting and using office equipment and computers
- Lift supplies and materials from time to time (approximately 35 lbs)
- Work with periodic interruptions (the workspace is located in a busy, open area of the office)
- Manage a number of deadlines associated with this position, which may cause significant stress
- Meet with others on a regular basis and also deal with a wide variety of people on various issues

HOURS

40 hours/week, Monday - Friday
