

Administrative Assistant Position Description for Nā Kama Kai



Position Title: Administrative Assistant

Reports to: Chief Operations Officer

Reporting to this position: None

Nā Kama Kai is a 501(c)(3) organization founded in 2008 with a mission to create, conduct, and support Hawaiian cultural-oriented, marine-based programs, that empower youth to thrive in their community through ocean safety and stewardship learning opportunities that build self-confidence, leadership, and integrity.

Nā Kama Kai Programs are designed to guide youth to fully appreciate and understand the importance of the ocean as part of our natural world, by helping them become “ocean intelligent”. Such learning occurs through guidance and experience in a nurturing environment where keiki learn how to be safe in the marine environment, grow physically and emotionally through interaction with the ocean, and develop overall respect for nature using the ocean as a connecting force to all living things.

To date, Nā Kama Kai has offered its programs for free to over 30,000 children in Hawaii, Tahiti, Brazil and the west coast. This has been possible through the amazing support of its Board of Directors and network of dedicated volunteers. Nā Kama Kai is ready to expand its reach by staffing important positions such as this one to increase capacity to spread its mission across the globe.

Hālau Nā Kama Kai Community Center is located on 1.25 acres at Pilila‘au Army Recreation Center in Wai‘anae, Hawai‘i. The center serves youth who require homework assistance, access to food and mentorship in ocean education. The goal of the center is to provide an important community resource that serves as a point of intervention for good in the lives of our youth.

Position Summary

The Administrative Assistant (AA) functions as the office manager and provides professional and timely administrative assistance to the Chief Executive Officer (CEO), Chief Operations Officer (COO) and other staff/Board Members, as appropriate. In short, the AA is viewed as the gatekeeper of Nā Kama Kai and knows all that goes on in the organization.

Commitment of a minimum of 40 hours per week is required. Due to changing/flexible needs of NKK, it is understood that hours may vary from time-to-time. The AA will office out of Hālau Nā Kama Kai daily and will be required to support programming on weekends and off island as necessary.

This position will contribute to the growth of Nā Kama Kai and its headquarters, Hālau Nā Kama Kai at Pōka‘i Bay on the west side of O‘ahu. This role requires high discipline, accountability, a commitment to safety and a desire to work hard and learn. The ideal candidate also has experience in and a passion for the ocean.

At Nā Kama Kai a diverse, inclusive, and equitable workplace is one where all employees and volunteers, whatever their gender, race, ethnicity, national origin, age, sexual orientation or identity, education, or disability, feels valued and respected. We are committed to a nondiscriminatory approach and provide equal

opportunity for employment and advancement in all of our departments, programs, and worksites. We respect and value diverse life experiences and heritages and ensure that all voices are valued and heard.

Responsibilities and Duties

General Office Tasks –

- The AA keeps the office organized and running efficiently and oversees office supplies, prepares and submits orders, and keeps track of inventory.
- The AA is also in charge of office equipment such as computers, printer/scanners, fax machines, and projectors used for presentations.
- When office equipment fails, the AA initiates and ensures that timely and proper maintenance is performed.
- The AA is responsible for a safe and clean environment at Hālau Nā Kama Kai for program keiki; this includes but is not limited to washing jerseys/towels, cleaning/sanitizing rooms, bathroom and kitchen equipment.

Office Management and Communication –

- The AA will handle the day-to-day communications for the CEO and COO. She/he operates as the organization's gatekeeper because most all communications cross the AA desk first.
- The AA answers calls, takes messages, schedules meetings and writes letters or prepares draft press releases.
- The AA opens and sorts mail and delivers it to the appropriate personnel and might respond to e-mail inquiries or route them to the CEO or COO.
- The AA proofreads reports and written documents for grammar, punctuation, and correct spelling.
- The AA may also be asked to create draft communications for the Director's overview.
- As appropriate, the AA is in charge of office equipment and supplies, phone reception and routine financial duties (e.g., bill payment, check receipt and deposit).

Executive Assistance and Record Keeping –

- The AA provides general administrative support as related to NKK's day-to-day activities and schedules and arranges all CEO and COO and organization activities.
- The AA is responsible for creating, maintaining, and updating the database for NKK's list of contacts. Such contact information is organized in a database (keela) such that tracking of volunteers, donors, event participants, etc. can be easily accessed.
- The AA also keeps track of site use permit requests/approvals, and report/application dates for grants (grant log).
- Each month, the AA will send out due date reminders to Committee and Board members and maintains a calendar of events to ensure the CEO is kept informed of organizational commitments and responsibilities .
- The AA is responsible for organizing materials for meetings and for maintaining electronic and paper filing systems.

Other Duties:

- Articulate NKK's work and philosophy to the public
- Attend Staff and Board meetings, retreats and other meetings as deemed necessary by the CEO
- Assist with the planning and implementation of NKK's fundraisers and other activities
- Assist with public/community relations

- Other duties related to operations and administration as requested by the CEO or COO
- Serves as a model for Nā Kama Kai values and mission to program participants and volunteers.

Note: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.

Experience, Qualifications and Skills

The Candidate

The ideal candidate is a highly organized positive individual with a passion for children and the ocean. This individual will have an ability to balance multiple priorities while communicating affectively to team members to keep projects and deliverables on track. The ideal candidate will also have a strong desire to grow their skills through the work at Nā Kama Kai and promote a strong team atmosphere to get the work done. They will also be an hard working, solution oriented, energetic, critical thinker able to work through complex issues or challenges. Such attributes will facilitate achieving our mission to empower children by introducing them to the land and the sea to nurture a deeper sense of aloha (love) and kuleana (personal responsibility) to the natural environment and themselves.

Desired Experience and Qualifications

- A High School Diploma/Equivalent is required and a bachelor's degree in a field related to Nā Kama Kai's mission is desirable. A combination of education and experience may be substituted for the requirement.
- Administrative experience, non profit administration helpful;
- Excellent organizational, time management and communication skills;
- Thorough knowledge of MS Office, Social Media, Quick Books, Marketing and database applications.
- Required to hold the following certifications (If these are not currently held, Nā Kama Kai can provide and maintain these trainings and certifications):
 - Lifeguard
 - CPR
 - First Aid
 - AED
- Additional Experience and Qualifications –
 - Drive trailers, large vehicles/ passenger vans.