



ADMINISTRATIVE ASSISTANT AND EVENTS COORDINATOR

Status: Non-exempt

HCAN is an independent, nonpartisan children's policy and advocacy non-profit organization. Our mission is to build a united voice educating and advocating for Hawai'i's children. HCAN engages, educates, empowers and mobilizes families, community leaders, and policy makers to improve the health, education, safety, economic security and development of Hawaii's children. We provide information on child well-being, stimulate dialogue on children's issues, and promote accountability and action.

Summary: Coordinates all logistical activities associated in planning/conducting events, trainings, workshops and meetings. Administrative coordination for the organization.

Essential Duties and Responsibilities include the following. Other duties may be assigned:

1. Event and Meeting Coordination

- Coordinates and plans events, meetings and trainings including but not limited to arranging travel, coordinating meeting/event logistics, coordinating speakers and program materials.
- Coordinates HCAN participation at community events (i.e. Children and Youth Day, health fairs).

2. Administrative Coordination

- Acts as custodian of corporate documents and records. Develops and maintains filing system for materials, current documents, and determine tickler for disposal of outdated files.
- Maintains HCAN filing system for grants, finances etc.
- Assists with maintaining a database of organizational contacts, donors and advocates
- Takes and transcribes meeting notes, and composes and prepares confidential correspondence, reports, and other complex documents (including Board meetings).
- Provides support to the finance team such as reviewing and preparing staff reimbursements (reconciliation of receipts and other expense documentation)

- and vendor payables/preparing invoices. Conducts sensitive banking transactions. Participates with organizational audits, as needed.
- Assists with reporting on grants and contracts, as needed.
 - Maintain organization calendars and tracking systems.
3. General
- Assists with special projects.
 - Participates in staff meetings and supports the overall work of the organization.
 - Answers phones, and assists with mailings as needed.
 - Monitors and purchases office supplies and equipment.
 - Other duties as required.

Supervisory Responsibilities:

This job has no supervisory responsibilities.

Competencies:

The ideal candidate is passionate about children's issues, highly motivated, and collaborative. S/he works effectively with the HCAN Board of Directors, staff and community partners, while also able to work independently. This person is resourceful and can meet and anticipate deadlines and work well in an environment with frequent interruptions and change in pace requiring flexibility in attitude towards work and prioritizing of tasks, multiple task management and sound judgment in decision-making. Effective verbal and written communication is a must.

To perform the job successfully, an individual should demonstrate the following competencies:

Design – generates creative solutions; translates concepts and information into images; uses feedback to modify designs; applies design principles; demonstrates attention to detail.

Problem Solving – identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with emotional topics.

Technical Skills – assesses own strengths and weaknesses; pursues training and development opportunities; strives to continuously build knowledge and skills; shares expertise with others.

Customer Service – manages difficult or emotional customer situations; responds promptly to customer needs; solicits customer feedback to improve service; responds to requests for service and assistance; meets commitments.

Interpersonal Skills – focuses on solving conflict, not blaming; maintains confidentiality; listens to others without interrupting; keeps emotions under control; remains open to others' ideas and tries new things.

Oral Communication – speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; demonstrates group presentation skills; participates in meetings.

Written Communication – writes clearly and informatively; edits work for spelling and grammar; varies writing style to meet needs; presents numerical data effectively; able to read and interpret written information.

Teamwork – balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed.

Education / Training:

Bachelor's Degree preferred. Previous experience in nonprofit organizations preferred.

Experience:

- Effective oral and written communication skills.
- Advanced computer skills with Microsoft Word, Excel and Power Point, and social media tools.
- Valid Driver's license and willingness to use properly insured car.

To apply please submit a resume and cover letter to info@hawaii-can.org