

Administrative Assistant

Position Information

Name	Administrative Assistant	Department	Administration
Reports to	Executive Director	Manager	Cynthia White
Executive	Cynthia White	Updated Date	3/24/2022

Objective Statement

Administrative Assistant

You will oversee general operations, communications, and management of the KHTH office. You will answer and direct phone calls, maintain supplies, and share staff meeting notes. You will assist with internal and external communications that includes writing letters, staff meeting notes, reports, and emails. You will manage and update the database.

Key Responsibilities

- Answer and direct calls providing a warm and caring voice for the organization.
- Inventory, organize, and maintain supplies and equipment necessary for efficient operations of the office.
- Cooperate in the maintenance and modification off the agency database, updating contacts.
- Write thank you letters, do mail merge, create labels, and prepare bulk mailings.
- Assist with creating newsletters, social media posts, and other publications.
- Assist with creating statistical and grant reports, working closely with staff to acquire all needed information.

Requirements

Qualifications

Bachelor's degree or equivalent in work experience (4 years) in business, communications, or bookkeeping. Proficiency in Microsoft Word and Excel. Other software skills a plus. Demonstrated success in social media, organization, and communication skills.

Skills & Core Competencies

- Judgment/Decision Making. Demonstrate consistent logic, rationality, and objectivity in decision-making. Achieve balance between quick decisiveness and more measured approaches.
- Demonstrate empathy while establishing trusted cooperative relationships with internal and external contacts. Regarded as visible and accessible.
- Pragmatism. Generate sensible, realistic, practical solutions to problems.

- Analysis Skills. Able to identify significant problems and opportunities. Analyze problems in depth. Relate and compare data from different sources. Able to determine root causes and subtle relationships among data from various sources. Exhibits a probing mind. Achieves penetrating insights.
- Conceptual Ability. Ability to deal effectively not just with concrete, tangible issues, but also with abstract, conceptual matters.
- Communication. Able to articulate concepts and issues in verbal and written formats.

Specific Measures of Success/Key Outcomes

Leadership in office management and organization.

Consistent and effective communication with co-workers and stakeholders.

Compensation & Benefits

- Generous paid time off including 7 observed holidays, and bereavement leave.
- Company provided individual healthcare plans for medical, drug, vision, chiropractic, massage, and dental

Who We Are

Kids Hurt Too Hawaii (KHTH) is a grass roots non-profit open since 2001, providing services to families with children impacted by parent deaths or separations from divorce, domestic violence, abuse, neglect, or abandonment. Services include therapeutic peer support groups and mentoring activities. The organization focuses on providing a compassionate and caring workplace that supports healing programs for families. Located in downtown Honolulu in the Kukui Center that houses a variety of services for families. KHTH is a strong collaborator with many local non-profits and organizations to help families connect with the community and access beneficial resource.