



Position Description

Position Title: Project Coordinator/Administrative Assistant

Reports To: Executive Director

FLSA Status: Non-Exempt

Responsibilities:

- Ensure that all aspects of a project are organized and in conformance with timeline and deliverables requirement
- Assign and monitor resources effectively to boost project efficiency and maximize deliverables output
- Serve as point of communication between company teams and external resources
- Deepen partnerships with outside resources, including third-party vendors and researchers
- Maintain relationships and communication with community school families, community organizations and businesses
- Order and oversee office supplies
- Maintain filing system, contact database, employee and family lists, and inventory
- Ensure optimal use of office equipment, supplies, and inventories through preventive maintenance
- Drafts and edits letters, reports, and other documents.
- Coordinates logistics for meetings, including room setup and catering.
- Works with maintenance staff and outside vendors to ensure office equipment is in good working order and office supplies are always on hand.
- Coordinate domestic and international travel arrangements for employees.
- Works with sensitive information with discretion to maintain confidentiality and security and ensure compliance with privacy policies and regulations
- Organize and schedule appointments and meetings, and manage calendars.
- Other duties as assigned by Executive Director.

Preferred Skills and Qualifications:

- Experience in coordinating and working with teams and community
- Strong written, verbal, communication and presentation skills
- Strong time management skills and multitasking ability
- Proficient in Microsoft Office Suite (Word and Excel) or related software, and have a basic understanding of clerical procedures and systems
- Positive team player
- Fluency in Hawaiian Language helpful