



Paepae o He'eia

He'eia Fishpond, He'eia O'ahu

P.O. Box 6355, Kāne'ohe, HI 96744 • ph: (808) 236-6178 • admin@paepaeoheeia.org

Job Title: Office Assistant
Reports To: Executive Director
Status: Part-time
Work Hours: 10 hours/week
Pay Scale: Based on experience, between \$11/hr and \$13/hr

Job Summary: A position under the supervision of the Executive Director, the Office Assistant will provide administrative and clerical support to others in the office to maintain an efficient office environment. The Office Assistant will support managers and employees through a variety of tasks related to organization and communication.

Duties and Responsibilities:

- Provide general administrative support including mailing, scanning, and copying.
- Answer calls and take messages and forward to appropriate staff member
- Maintain office filing systems
- Update and maintain databases such as mailing lists, contact lists, and donor information
- Stock and tag merchandise and take inventory when needed
- Must have own transportation to perform work related errands as requested such as going to the post office
- Monitor incoming emails and answer or forward as required
- Assist with other duties and special projects as needed
- Attend monthly staff meetings and provide necessary reports/data.
- Participate in staff development and retreats
- Must have own transportation to perform work related errands as requested such as going to the post office

Education and Experience:

Previous office experience preferred. Proficient computer skills including MS Office.

Closing Date: July 29, 2016

Send a cover letter along with your resume and/or inquiries to Hi'ilei Kawelo at admin@paepaeoheeia.org.

Paepae o He'eia is a 501(c)(3) non-profit organization whose mission is to implement the values and concepts from the model of a traditional fishpond to provide physical, intellectual, and spiritual sustenance for our community. Paepae o He'eia was founded to preserve and care for the 88-acre, traditional Hawaiian fishpond, He'eia Fishpond and through education strives to perpetuate fishpond practices and sustainable living.

PAEPAE O HE'EIA IS AN EQUAL OPPORTUNITY EMPLOYER