

## **Office Manager Position Description**

**POSITION:** Office Manager  
**DEPARTMENT:** Operations  
**REPORTS TO:** Executive Director/Administrative Officer  
**FLSA:** Non-Exempt  
**STATUS:** Part-Time (20 Hours/Week)  
**PAY RANGE:** \$20-30 Per Hour  
**Updated:** August 2024



**MĀLAMA MAUI NUI**

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### **POSITION SUMMARY:**

The part-time Office Manager assists the Executive Director/Administrative Officer of Mālama Maui Nui (“MMN”) in providing the organization with comprehensive administrative support to ensure the smooth functioning of operations, record keeping, research support, and facilities management. The ideal candidate for this role is detail-oriented, excels at multitasking, and possess communication skills which allows for a collaborative work style. Previous experience in office management is highly preferred, however, comparable and applicable experience will be considered. Potential exists for this role to convert to salaried full-time upon satisfactory performance and availability of funds.

### **ESSENTIAL JOB FUNCTIONS:**

#### **Administrative Support:**

- This role will require the managing and organizing of office supplies, inventory management, record keeping, data collection and documentation, coordination of travel arrangements for MMN staff, coordination with various stakeholders affiliated with MMN, general facilities management, and other tasks as assigned.

#### **Research Support:**

- Assist the Executive Director and Administrative Officer with assigned research, as needed.

#### **Event Support:**

- Provide general support to MMN events, as needed.

### **EDUCATION AND EXPERIENCE:**

#### **Education:**

- This position requires at least a high school diploma or GED equivalency.

#### **Experience:**

- Preference for this role is at least one year or more of experience as either an administrative assistant or as an office manager. Alternative applicable experience will be considered.

### **LICENSES & CERTIFICATIONS:**

#### **Licensure:**

- Valid Type 3 Hawaii State Driver’s license with a clean traffic abstract.

#### **Certification:**

- Possess or ability to complete CPR/First Aid within the first 12-months of hire.

**PHYSICAL DEMANDS:**

- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this role. While performing the duties of this job, the employee may be required to stand; walk; stoop or bend and occasionally lift and/or move 30 or more pounds.

**WORK CONDITIONS/ENVIRONMENT:**

Standard office environment approximately 90% of the time and field participation the remaining 10%, subject to increase/decrease according to event/project scheduling and programmatic needs and priorities.

**APPLICATION PROCESS**

Submit resume and cover letter (optional) to jobs [hiring@mmnui.org](mailto: hiring@mmnui.org) with the position applying for noted in the email.