



O'ahu RC&D seeks Office Administrator (full-time; 28-32 hrs/week)

O'ahu RC&D has an immediate opening for an Office Administrator. The ideal candidate is a self-starter and is passionate about supporting local agriculture. Employee will provide administrative and clerical support for management and project staff, assist with invoicing and related financial tasks, and support outreach activities related to O'ahu RC&D's diverse programs. O'ahu RC&D office is located in Kunia, Central O'ahu.

Administrative Responsibilities

- Assist with general communications, including phone, mail, and email correspondence.
- Assist with all aspects of project administration, including preparation and signature acquisition of contracts, reports, invoices, and related documents.
- Accurately store and retain electronic and paper files.
- Organize office equipment and supplies.
- Assist staff with general clerical duties, including the printing, collation, and preparation of project-related documents.

Financial Responsibilities

- Prepare and track financial-related correspondence (invoicing, bills, statements).
- Utilize QuickBooks to prepare payment and reimbursement requests for multiple projects.

Outreach Responsibilities

- Assist with outreach events: registration, materials acquisition, etc.
- Manage inventory and distribution of outreach materials.

Opportunities for professional growth (pending skills and abilities / training available))

- Utilize GIS to develop maps for project staff.
- Enter accounts payable / receivable into QuickBooks.
- Support fundraising activities.
- Create content and manage O'ahu RC&D website and social media sites.

Desired Qualifications and Skills:

- Experience in an office setting.
- Competency with basic computer programs (email, MS Office Suite, Adobe Acrobat, etc.).
- Ability to exercise sound judgment, take initiative and responsibility for meeting deadlines.
- Must be a skilled problem-solver.
- Possess a positive attitude and the ability to work collaboratively with colleagues.
- Strong organizational, writing and analytical skills.
- Ability to manage multiple projects simultaneously.

Salary Range: \$17-\$22 / hour dependent upon experience.

Special Requirements: The employee must have a current valid driver's license and automobile insurance and furnish his or her own car.

To Apply: Send cover letter and resume to: admin@oahurcd.org. Applications will be received until 12:00pm HST on Thursday April 25, 2019.