



902 University Avenue, Honolulu, Hawaii 96826 • Tel: (808) 945-3736 • FAX: (808) 942-1154 • info@projectdana.org

OFFICE ASSISTANT

Position Title: Office Assistant (Part- to Full-Time, Non-Exempt, 20-40 hours per week)

Reports to: Executive Director

Location: Honolulu, HI (On-site)

Organization Overview:

Project Dāna has been providing compassionate support and services to Hawaii's kūpuna and their caregivers since 1989. Project Dāna fulfills its mission by matching kūpuna who need assistance with non-clinical services and activities with volunteers who want to help; by providing training, counseling, and support to family caregivers; and by providing education on issues and community resources related to aging.

Position Overview:

The Office Assistant will be an integral part of the Project Dāna team, supporting the Executive Director and ensuring the smooth operation of the office. This individual will handle a wide range of administrative and operational tasks, helping to maintain efficient office systems, and a productive work environment. The Office Assistant is responsible for managing day-to-day office functions, providing IT and database support, and assisting with communications and organizational needs.

Key Responsibilities:

Administrative Support:

- Answer and route phone calls, responding to inquiries in a professional and compassionate manner.
- Provide direct administrative support to the Executive Director, including scheduling, correspondence, and document preparation.
- Receive and distribute mail, ensuring timely handling of correspondence and deliveries.
- Assist with meeting preparation, including setting up materials, taking minutes, and following up on action items.

Office Management:

- Manage inventory of office supplies, ensuring the office is well-stocked and organized.

- Coordinate with vendors and service providers, including IT consultants, to maintain office equipment and systems.
- Ensure the office space is clean, organized, and welcoming for staff and visitors.

IT and Database Support:

- Provide basic IT support for staff, troubleshooting issues and liaising with IT consultants for complex problems.
- Maintain and update the organization's database, ensuring accuracy and confidentiality.
- Help manage and maintain the Project Dāna website, online subscriptions, and email broadcast system.

Communications and Coordination:

- Assist with the creation and distribution of email newsletters, announcements, and other communications.
- Support outreach and event planning efforts, including logistical coordination and communications.
- Act as a point of contact for general inquiries, directing people to the appropriate staff or resources.

Other Duties:

- Assist with special projects and initiatives as directed by the Executive Director.
- Provide occasional support for program activities, including volunteer, recipient, and caregiver events.
- Contribute to a positive and collaborative office culture by actively participating in team activities and responsibilities.

Qualifications:

Education:

- High school diploma required; associate degree or coursework in business administration or a related field preferred.

Experience:

- Minimum of 2 years of experience in office administration or a related role.
- Familiarity with IT systems and database management preferred.

Skills:

- Strong organizational and multitasking abilities.

- Excellent communication and interpersonal skills, with the ability to interact effectively with diverse groups of people.
- Proficiency in Microsoft Office Suite, Google Apps, Zoom, email marketing tools, and database software.
- Basic understanding of website management and IT troubleshooting.

Personal Qualities:

- Reliable, detail-oriented, and proactive in problem-solving.
- Compassionate and approachable, with a commitment to serving kūpuna and caregivers.
- Ability to work both independently and collaboratively in a team environment.

Work Environment:

- This position may be structured as part-time or full-time, depending on the candidate's availability and organizational needs (20-40 hours per week).
- The role is primarily office-based with occasional local travel for errands or events.
- Some flexibility in schedule may be required for special projects or events.

Other Requirements:

- Valid driver's license, car insurance, and access to reliable personal transportation for program activities are preferred.

Compensation:

- **Hourly Rate:** \$19 to \$22 hourly.
- **Benefits Package:** Medical/drug/vision/dental insurance; 401(k) retirement program; Flex Spending Account & Dependent Care Account; 14 paid holidays; paid vacation and sick leave.

How to Apply:

Interested candidates should send a resume and cover letter detailing their relevant experience and a clear statement of interest to executivedirector@projectdana.org by February 28, 2025. Early submissions are encouraged, as applications will be reviewed on a rolling basis.