



**HALE 'ŌPIO KAUA'I**  
INC.

**HALE 'ŌPIO KAUA'I, INC**

### **Job Description**

**JOB TITLE: Administration Coordinator**

**PROGRAM: Administration**

**REPORTS TO: Executive Director**

**TYPE OF POSITION: Non- Exempt**

**APPROVED BY:**  **DATE** 3/21/2022  
Executive Director

**SUPERCEDES JOB DESCRIPTION DATED: 9/17, 2/18, 5/18 (Admin Assistant), 11.26.18, 1.4.2021, Personnel Coordinator 1.4.2021, Admin Coordinator 6/21**

**I. JOB SUMMARY:** Under the supervision of Executive Director, providing personnel and administrative support services.

**II. QUALIFICATION REQUIREMENTS:**

**Skills/Knowledge:** Proficient in MS Office and communications technology. Knowledge of non-profit human resources preferred.

**Education/Training:** Minimum AA in business with updated training in office service functions preferred but not required.

**Experience:** Three years of experience in a clerical position, preferably a social services agency.

**III. ESSENTIAL JOB FUNCTIONS:**

- Maintains consumer and professional parent confidentiality on all levels.
- Demonstrates acceptance and implementation of the organization philosophy of family centered, strengths-based, youth-driven collaborative services.

• **Administrative Coordinator functions:**

• **Serves as the organization's Personnel specialist**

- Maintains current knowledge of employment law, posts job openings, conducts new employee office orientation, and completes new hire paperwork according to agency procedures.
- Obtains and tracks all required initial and annual employment documents, i.e. National and Hawaii Criminal History, Sex Offender, and Child Abuse/Neglect Registry Clearances; Traffic Abstracts; current auto insurance declarations; First Aid and CPR; TB clearances, performance reviews, etc.
- Maintains personnel files and documents

- Interview and closing of employee files.
  - Back up Payroll Specialist (when Controller is not available).
  - Coordinates w/ contracted HR service provider (ALTRES).
  - Completes post-employment checklist to include a request for Exit Interview
  - Other HR tasks as assigned.
- ***Administrative support functions***
    - Mail – processes incoming mail
    - Accounting
      - Processes Accounts Receivables
      - Primary staff in delivering cash/check deposits to the bank.
    - Contracts Management – manages files and credentials of all Independent Contractors.
    - Lead clerical support to Executive Director & Controller.
    - Will assign clerical tasks as needed to Administrative Specialist.
  - ***Coordination of staff/agency events, etc.***
    - Co-chairs and/or assist Administrative Specialist in planning and implementation of events.
    - Annual Meeting of the Board of Directors
    - Community Events – KUW, Kauai Charity Walk, etc.
    - Monthly Employee celebrations
    - Annual Staff Mahalo event
  - ***Facilities & Risk Prevention Support***
    - Serves as lead Energy Manager, interfacing with HVAC contractor.
    - Serves as Co-Chair of the Risk Prevention and Management committee
- Demonstrates ability to work independently and proactively.
  - Attends trainings and meetings as required.

**IV. OTHER JOB FUNCTIONS:** Performs other tasks as assigned.

**V. WORKING CONDITIONS:**

**Environment:** Air-conditioned office setting with little or no exposure to extremes of heat, noise or health hazards; occasional meeting facility or conference setting.

**Equipment Use:** Telephone, and all standard office equipment, and passenger vehicle.

**Work Hours:** Normal business hours are 8:30 a.m. to 4:30 p.m., Monday through Friday. Flexibility required. Occasionally more than 40 hours a week, weekend and evening hours.

**VI. PHYSICAL DEMANDS:** Must be able to perform job duties at a computer/desk for long periods of time; able to lift, carry, push or pull up to 30 pounds and infrequently up to 50 pounds.

- VII. MENTAL DEMANDS:** Frequent work under pressure, or deadlines, attention to detail, frequent decision-making, and use of judgment and discretion. Ability to prioritize and manage multiple tasks and a changing workload. Ability to work effectively in a high-traffic area.
- VIII. COMMUNICATION DEMANDS:** Frequent reading and writing required; requires ability to interpret written and oral needs/requests of others; must work collaboratively as a member of a team; must relate well with and work cooperatively with different ethnic groups and be sensitive to the cultural, language or dialect, financial, and educational diversity of colleagues and consumers.
- IX. OTHER:** Must have access to a vehicle, and if driving, must have a valid driver's license, safe and responsible driving record, current no-fault auto insurance, with a minimum of \$100,000.00 bodily injury liability coverage.

This job description is intended to indicate the kind of tasks and levels of work difficulty that will be required of the position given the title **Administration Coordinator** and shall not be construed as declaring all the specific duties and responsibilities. It is not intended to limit or in any way modify the right of the supervisor to assign, direct, and/or control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

Employee's Acknowledgment \_\_\_\_\_ Date \_\_\_\_\_