



4211 Waiialae Ave, Suite 1020 • Honolulu, HI 96816 • (808) 735-1221 • www.kupuhawaii.org

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## **Program Assistant POSITION DESCRIPTION**

Kupu is a 501c3 nonprofit organization which aims to empower youth to serve their communities through character building, service learning, and environmental stewardship. Kupu aims to train and equip young adults in Hawaii and throughout the Pacific Rim with work skills, life skills, and knowledge to help them become successful as individuals and as part of the greater community. Kupu is staffed by people with a heart to better Hawaii while working as a team with a purpose of doing what is pono and doing what is best for Hawaii and its people. Kupu is a team-focused, vibrant, and synergistic organization whose culture is dynamic and seeks to make a larger impact on Hawaii.

### **Kupu Mission**

*“To empower youth to serve their communities through character-building, service-learning, and environmental stewardship opportunities that encourage integrity (pono) with God, self and others.”*

### **Program Goals**

- Provide training and education to Hawaii’s youth
- Help to expose youth to conservation issues and develop an environmental mindset
- Assist community development through skills training, job and internship placement, and career pathway development

### **Program Assistant Position Duties**

The Program Assistant position is a full-time (40 hours per week) position that includes, but is not limited to, the following duties:

- Collect, organize, process, and track program applicants’ paperwork (applications, resumes, waiver forms, member contracts, etc.); Help to ensure incoming paperwork is complete and accurate
- Assist with the creation of applicant lists and manage program rosters
- Enroll and exit members from the system used
- Prepare and/or send out communication materials, such as acceptance packets, letters of regret, and information to recipients
- Set up and manage logistics involved around program coordination or events
- Evaluate program and look for ways to streamline operations
- Maintain healthy communication with members and sites
- Collect and prepare data pertinent to reporting, measuring program success, and tracking program impact
- Schedule and/or confirm events and appointments or interviews with members, sites, and partners
- Prepare materials for and assist at interviews, orientations, trainings, meetings, and other events
- Set up interview, orientation, meeting, or event locations



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- Conduct background checks as needed
- Recruit, manage, or coordinate volunteers
- Answer phone calls and respond to inquiries
- Record meeting notes
- Run errands as needed
- Other duties as needed

### **Program Assistant Requirements**

The Program Assistant must meet the following minimum requirements:

- Available full-time Monday through Friday, as well as for possible weekends, evenings, and periodic neighbor island trips
- High school diploma
- High Microsoft Office skill level
- Extremely detail-oriented and thorough
- Good phone etiquette
- Team player
- Effective communicator
- Positive attitude
- Multi-tasking ability

### **Preferences**

The Program Assistant is preferred, but not required, to have the following:

- Experience running multiple programs or events
- Leadership skills
- Experience or interest in working with youth
- Experience or interest in environmental conservation

### **Compensation and Benefits**

\$25,000 to \$29,000 annually plus benefits

**Program Assistant Reports To:** Deputy Director of Operations

### **How to Apply**

Please send a resume to [katrina.thompson@kupuhawaii.org](mailto:katrina.thompson@kupuhawaii.org)