Office Manager wanted by Hawaii Audubon Society (HAS), Hawaii’s oldest conservation organization. Duties include coordinating daily operations of Honolulu office under supervision of HAS President and Executive Director, communicating with Board of Directors, members, and general public; filing, managing membership databases and publication of bimonthly newsletter; assisting accountant/bookkeeper; handling product orders; updating website; arranging logistics for board and membership meetings, field trips, and fundraisers, and providing other help as needed.

Applicant should be self-motivated and able to work efficiently and effectively with little supervision. Must be organized and able to meet deadlines. Applicant should have superior writing ability and people skills. Conservation background desired, but not necessary. Part-time (19 hours/week), $15/hour starting April 16th, for 6 months with possibility of extension.

To apply, send a cover letter, resume, and contact information for 3 references to hiaudsoc@pixi.com

Nicole Galase
Office Manager
Hawaii Audubon Society
850 Richards Street, Suite 505
Honolulu, HI 96813-4709
Phone/fax: 808-528-1432
hiaudsoc@pixi.com
www.hawaiiaudubon.com