



Administrative Assistant

Description:

This full-time (40hrs/wk.) will primarily work in the Limahuli Garden and Preserve Office to support the Director and other Limahuli Garden and Preserve staff by leading clerical and operational duties.

Duties include:

- Assist Visitor Program staff with quarterly inventory and assisting or standing in for visitor program staff as needed.
- Preparing reports for all facets of Limahuli Garden and Preserve, including sales, special events, temporary restricted funds (TRF), grant reporting, garden maintenance metrics and volunteer hours.
- Ensuring there are sufficient supplies, through purchasing for all Limahuli Garden and Preserve departments and events in line with the annual budget.
- Monitor, submit, and approve payroll and work with HR and payroll service to make sure payroll is done in a timely manner.
- Reporting for contracts and events relating to Limahuli Garden and Preserve, and ensuring they remain within the confines of garden regulations and protocols.
- Provide logistical support for education programs, printouts, website and materials needed for all visiting groups.
- Manage all forms and documentation within Limahuli Garden and Preserve office (Example: time off requests, policy updates)
- Work as liaison between NTBG headquarters and Limahuli Garden and Preserve staff to relay information and forms, mandatory meetings, safety topics, KPI's and other duties as needed.
- Document and distribute minutes at Limahuli Garden and Preserve weekly staff meetings, NTBG all staff meetings and senior management meetings.
- This position reports to the Director of Limahuli Garden and Preserve.
- Manage social media, trip advisor, google business platforms in line with NTBG brand and standards.
- Compile and Reconcile Petty Cash and Visitor Count Spreadsheets, Credit Card Purchases, and be able to generate reports.
- Processing accounts payable and accounts receivable including banking.
- Develop Key Point Indicator's (KPI's) for Department Head meetings.

- Conduct monthly safety inspections and reporting, drafting of Job Hazard Analysis, and periodically updating other safety protocols and documentation.
- Willingness to assist other departments- mālama 'āina, living collections, outreach, preserve crews
- 6-10 hours per week to lead, organize, and/or assist the volunteer program
- Lead contact for organizing volunteer days and volunteers. Remains in clear communication with volunteers. Tracks volunteer hours

Skills/Qualifications

- Strong communication skills are essential
- Must be competent with Email, Microsoft Office (including Excel, Word, Powerpoint), and Social Media Sites (Facebook, Trip Advisor, Instagram)
- Must be available on **Saturdays**, holidays and have a flexible schedule when needed.
- Retail and/or the visitor industry experience is recommended
- Practical or formal training in biology or botany, and Hawaiian culture and history is recommended.
- Must have **own transportation** capable of rough road.

Physical Demands:

- While performing the duties of this job, the employee is regularly required to stand and sit for long periods of time, walk, talk, see and hear. The employee is frequently required to use hands to finger, handle or feel, and frequently reach with hands and arms. The employee is also required to walk all trails within the garden and preserve. The position occasionally requires employee to lift up to 40 pounds.

Work Environment:

- Indoors and Outdoors in variable weather conditions. The noise level is usually moderate.

* A pre-employment drug screening is required for successful candidates.
NTBG is an equal opportunity employer.

To Apply:

- **Submit an application to Limahuli Garden and Preserve**
- **Email resume to lwann@ntbg.org**
- **Call (808)826-1668 x.2**
- **Deadline to apply: Aug 5, 2021**