

Hawai'i Workers Center

JOB ANNOUNCEMENT

POSITION: Part Time Administrative Staff

Classification: Non-exempt (hourly)

Salary Range: \$ 18-22/hour depending on experience. Average 6-10 hours weekly.

Reports To: Executive Director

Starting Day: March 26, 2022

Application Deadline: March 20, 2022 or until filled

How to Apply:

- Send your resume with cover letter to: hiworkerscenter@gmail.com No calls please.
- Send 3 References.

The Hawai'i Workers Center (HWC) is a nonprofit and tax-exempt organization whose mission is to be a resource for information, education, training, organizing, and leadership development primarily for unorganized and low-wage workers. HWC provides workshops on workers' rights, safety and health, and protection from wage theft, labor trafficking, abuse and harassment, and other workplace hazards and issues. It also provides referrals to various health, housing, immigration-related and legal resources. HWC collaborates with labor, faith-based organizations and others who share a common interest in enhancing the well-being of workers.

Position Description

The position will primarily focus on database management using the EveryAction platform. Other administrative duties are as described below.

Key Functions:

Database Management

- Develop EveryAction database with comprehensive contacts and donors. HWC will provide training in EveryAction platform, for a successful applicant not familiar with this platform. This will require up to 20 hours a week during first 4-8 weeks of onboarding.
- Manage the contact and donor database—add new information as it comes in, follow up with donors regularly.
- Develop the grant tracker in EveryAction and use it to efficiently update staff and board on grant status

Administrative Functions

- Timely email communication.
- Timely updates to staff and board on contact and donor management.
- Keep track of receipts and organize filing.
- Assist with logistics for board meeting and events, as needed

Other duties

- Attend meetings, rallies, trainings, as deemed necessary.
- Timely timesheet submission.

Skills/Qualifications

Required:

- Demonstrated ability to work as a team player and self-starter
- Proficiency in office and google suite applications
- Oral and written fluency in the English language – able to communicate across different literacy levels.
- Proficiency in writing styles necessary to communicate professionally with a wide range of individuals.
- Ability to problem solve and work well under pressure
- Ability to work well with diverse groups and population
- Willingness and ability to work early and late hours when needed
- Strong technology skills

Preferred:

- Reliable transportation, with valid driver's license and current liability insurance.

Disclaimer: The statements in this description represent typical elements, criteria, and general work performed. They are not intended as an exhaustive list of all responsibilities, duties, and skills required for the job.