Mālaʻai
CULTIVATING CONNECTIONS BETWEEN PEOPLE, LAND, CULTURE AND FOOD IN SCHOOL GARDENS

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Position Title: Operations Assistant

Part-time, 15 hours/week

Office Site Location*
Waimea Middle Public Conversion Charter School
67-1229 Mamalahoa Hwy, Kamuela, HI 96743

*options for hybrid working

Organization Description

Mālaʻai is a non-profit organization located on Moku o Keawe. We operate two main program areas: The Culinary Garden of Waimea Middle School and the Hawaiʻi Island School Garden Network (HISGN) . The Culinary Garden has been in operation since 2005 with a mission to cultivate the relationship between students and the land through growing and sharing nourishing food in our outdoor living classroom. HISGN's mission is to nourish a vibrant network that supports the growth and integration of school learning gardens through professional development, advocacy, mentorship and technical assistance. Mālaʻai's work connects land stewardship, culture, health and pleasure with lifelong learning. Please refer to the "About Us" sections of our website to learn more about our history and programs.

Job Brief:

Mālaʻai seeks an Operations Assistant to help with the organization's day-to-day systems maintenance, donor communications, organizational logistics and projects. The role will support the Executive Director with maintaining internal infrastructure and administering operations which support organizational goals. This is a part-time position capped at 15 hours per week, with room to grow after 6 month and one year assessments, and is based in Waimea, HI.

The Operations Assistant is responsible for keeping Mālaʻai's internal systems organized, maintaining accurate records, and providing accurate and timely information to the organization's staff and stakeholders. The Operations Assistant will play a key role in coordinating Mālaʻai's systems and functions, including fundraising, finance, human relations, projects, technology and day-to-day administration. This person supports the Executive Director to adapt processes and operational systems to the changing needs of the organization. The Operations Assistant is responsible for performing tasks that fulfill organizational fundraising plans, such as donor communications, project coordination, and contact management. The position is supervised by the Executive Director and supports Executive responsibilities. It will involve light correspondence with Board of Directors members or relevant contractors. The job is well-suited for someone with experience in basic Administration or Organizing skills, looking to gain non-profit experience.

Responsibilities:

- Fundraising support, including but not limited to:

    - Tracking incoming donations
    - Sending donation receipts
    - Cleanup of donor data and mailing lists
    - Fundraising and program event logistics support
- Contact & donor management:
    - Data entry
    - Report generation and list segmentation for mailings and online communications
    - Manage organizational systems such as electronic and hard copy filing systems and other tools that increase work efficiency
- Financial and administrative support to organization bookkeeping processes
    - Collect receipts and manage reimbursement processes
    - Manage bills and vendors
- Systems migration and maintenance, including:
    - Server and file maintenance
    - Contact management integration
- Office management:
    - Order office supplies and program materials
    - Manage incoming and outgoing mail
    - Alongside other staff, maintain and tidy shared office space, and organize files and materials
- Provide Operational support to the Board of Directors, which involves:
    - Facilitating regular meeting scheduling
    - Preparing meeting agendas and relevant updates
    - Assisting Executive Director manage Board functions
- Assist the Executive Director in the preparation of reports, presentations, manuals, external and internal communications, fundraising, and other duties as assigned.

Requirements

- ≥2 years of administrative or management experience in Hawai‘i
- High school diploma or equivalent required, Bachelor's Degree preferred
- Working knowledge of Google Suite and Zoom video conferencing; willingness to learn Monkeypod (used for CRM, communications, and accounting) and NRDS (used for project data and recordkeeping)

Additional Skills & Experience

- Familiarity with the education and/or food systems stakeholders on Hawai‘i Island
- Willingness to learn and grow professionally
- Able to communicate clearly, effectively, and in a timely manner, including consistent email and phone communication
- Comfort working in complex systems
- Punctual, dependable, and able to collaborate with others

Compensation

- 15 hours a week, with room for assessment and growth
- $25-$29/hr starting hourly salary
    - part-time, non-exempt position
- Generous paid time off policy for vacation, sick and holidays
- Flexible work hours
- Ongoing professional development opportunities

Learn more about our programs: www.malaai.org

Application Process

- Please fill out this online application and send a cover letter and resume to hiring@malaai.org. Additionally and optional, you may include 1 relevant example of your work (ie. short writing sample, donor communication, graphic design, etc).
- **Priority deadline for applications is Tuesday 10/31/2023.** After this date we will review applications and materials on a rolling basis.

Māla‘ai is committed to a policy of non-discrimination. Employment candidates and employees will be considered and managed without regard to race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity, gender expression, or any other basis in accordance with applicable law.