

JOB ANNOUNCEMENT



Administrative Assistant

Job Description

The Administrative Assistant is responsible for assisting the Executive Director with respect to the daily operations of the office. The Administrative Assistant independently resolves routine to moderately complex challenges; routes inquiries to appropriate individuals; keeps the Executive Director informed of all pending, current, and anticipated issues related to weekly projects and operations; manages an efficient and effective document retrieval system and creates and maintains master lists and spreadsheets for tracking status of various projects; maintains confidential and sensitive files for all information related to individual students, teachers and staff; maintains standard reports and updates as needed; composes correspondence for the Executive Director and Executive Team; coordinates Le Fetuao's email list serv communications (e.g., weekly reminders to staff and parents, which include composing and proofreading all documents, ensuring timeliness of mailings, maintaining accurate list serv and databases); and performs other related duties as assigned by the Executive Director. The Administrative Assistant is expected to maintain flexibility under stressful situations, be able to work independently, and meet required deadlines. The Administrative Assistant position is an "at-will" position.

Minimum Qualifications

Associate degree

Proficiency in English with demonstrated professional writing skills.

Minimum two years related work experience.

Must have own reliable transportation.

Demonstrated interpersonal and communication skills to deal effectively with administrators, teachers, staff, students, parents and the general public.

Demonstrated organizational and planning skills to coordinate and manage multiple events and assignments within designated timeframe.

Proficient in use of Microsoft Office Suite (e.g., Word, Excel, PowerPoint, etc.)

Demonstrated organizational skills for maintaining and monitoring student and program database.

Desirable Qualifications

College degree in administration.

Proficiency in the Samoan language, including writing skills.

Experience working in an educational environment or non-profit.

Demonstrated experience in computer technology.

Pay

Starting pay is \$12.00/hour. The pay will increase to \$13/hour dependent on satisfactory performance during the probationary period.

Work Schedule

This is a part-time position: 20 hours per week. The office and center are located in Salt Lake, Oahu. Applicant must be able to work on Saturdays from 9:30 a.m. to 12:30 p.m. and during the week. Applicant must be able to attend off-site meetings, including weekly Executive Team meetings, quarterly Board Meetings, and other meetings as scheduled.

Equal Opportunity Employer

We are an equal employment opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, ethnicity, age, sexual orientation, marital status, disability status, protected veteran status, or any other characteristic protected by law.

Employer Description

The Le Fetuao Samoan Language Center is a non-profit 501(c)(3) educational organization that is dedicated to teaching the Samoan language and culture to anyone who is interested. The center provides free Samoan language classes to children in pre-school through high school, as well as parents and community members.

In 2013, Le Fetuao was awarded a three-year grant by the Administration for Native Americans (ANA), making it the first ANA-funded program in the nation dedicated to Samoan language preservation and maintenance. The culture preservation program thrives through community collaborations and the efforts of staff dedicated to teaching Samoan language and culture.

For more information, please visit www.lefetuao.com or www.facebook.com/lefetuao.

Interested applicants should submit a cover letter and resume to by April 29, 2015 to:

Executive Director Elisapeta Tupu-Alaimaleata
Le Fetuao Samoan Language Center
3227 Ala Ilima Street #2
Honolulu, HI 96818

Inquiries may be directed to 808-333-6410 or alaimale@hawaii.edu.