

# Hui Ho'ola Maika'i Program Support Clerk

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Ho'ōla Lāhui Hawai'i is a non-profit community health organization serving individuals and families living on Kaua'i. Under the supervision of the Hui Ho'ōla Maika'i Fitness Coordinator, this full-time position offers member and program support to the HHM department.

## Job Duties

- Advocate on behalf of Native Hawaiians to this organization, community resources, private and public agencies, etc.
- Keeps fitness center organized and prepared for members including, but not limited to, check in desk and file cabinets, equipment shelves.
- Assists with implementation of fitness and nutrition classes by scheduling reservations of members, checking in members to classes virtual and live, tracking chats in virtual classes and communicating to supervisor any issues.
- Assists with registration of members for HHM programs, may include introduction to HLH website, Zoom, Zoom invites and sign in.
- Inputs program data and assists with program reports as needed.
- Responsible to purchase office supplies, program supplies, fitness equipment, logo wear as needed.
- Files and maintains program files both hard and electronic copies. (i.e. Monthly reports, minutes)
- Assists with contracts, maintenance of Contractor's files for HHM.
- Assist in program planning and prep as assigned.
- Assists with program and community events activities as assigned.
- Assists with social media posts and monitoring as assigned.
- Completes daily, weekly and monthly cleaning duties as assigned.
- Attends training as requested.
- Performs other duties as assigned.

## -- Required--

- GED or high School Diploma.
- General office experience and familiarity with MS Office.
- Ability to write and act independently.
- Must be diplomatic and organized.
- Good customer service skills.
- Ability to communicate in English.
- Valid driver's license. Vehicle for transportation.
- Cultural sensitivity to our many Hawai'i cultures.

## --Preferred--

- One year or more of office experience. Previous work in health services or a not for profit business highly desirable.

Excellent pay, employee discounts, and employee fitness center membership.

*Ho'ōla Lāhui Hawai'i is an Equal Opportunity Employer. Employees of Ho'ōla Lāhui Hawai'i and applicants for employment shall be afforded equal opportunity in all aspects of employment without regard to race, color, age, religion, veteran's status, citizenship, national origin, ancestry, disability, sex, sexual orientation, arrest or court record, marital status, genetic information, gender identity or expressions, domestic or sexual violence victim status, or any other classification protected under state or federal law.*

Submit resume and cover letter to Human Resources Director.