

# Papa Ola Lōkahi

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**POSITION TITLE:** Project Assistant  
**TYPE:** 0.25 FTE, At Will (Exempt)  
**SALARY RANGE:** \$15/00/hr  
**FUNDING SOURCE:**  
**DEPARTMENT:**  
**RESPONSIBLE TO:** POL Executive Director and Projects Coordinator

## POSITION RESPONSIBILITIES:

### Essential Duties:

1. Reports to the Executive Director and Projects Coordinator.
2. Assists Projects Coordinator in all activities to support the E Ola Mau Report Update (aka E Ola Mau A Mau).
3. Prepares project agendas, takes minutes at meeting, transcribes minutes for review, approval and distribution.
4. Drafts correspondence, reports and other documents as directed.
5. Follows agency policies and procedures in compliance with government, funder and corporate requirements and policies, including the Health Insurance Portability and Accountability Act (HIPAA) policies
6. Organizes and maintains files of all correspondence, minutes, agendas, reports, information, materials, etc.
7. Coordinates project calendar with tickler system, meeting logistics, and travel reservations.
8. Performs other related duties and responsibilities as assigned.
9. Computer knowledge of Microsoft Word, WordPerfect, Excel, Access and PowerPoint.

### Non-Essential Duties:

**Working Conditions:** Work is office-based in an environment where staff share a large open-plan room. Requires the skills needed to work with a range of people from different backgrounds.

**Work Hours:** Between the hours of 8:00am – 5:00pm (includes 60 minutes lunch). Weekend hours may be required for meetings, events, gatherings or focus groups.

**Equipment Use:** Familiar with computers, photocopiers, fax machines, telephone and messaging systems and other generalized office equipment. He/She will be competent with a range of software including MS Word, Excel, PowerPoint and any other programs that may be relevant to their area of business.

**Mental, Physical and Communication Demands:** Essential: sitting, walking, stooping/bending, finger dexterity, seeing, hearing, speaking. Frequent standing, lifting usual weight up to 25 pounds; carrying usual weight of 5 pounds up to 20 pounds; reaching above, at and below shoulder level; repetitive arm/hand motions. Occasional: climbing stairs, twisting body, pushing/pulling. Operates computer, printer, copies, facsimile machine, typewriter, telephone and other office equipment.

**Experience and Qualifications:**

1. High School Diploma or G.E.D.
2. Minimum of two (2) years related office experience.
3. Possession of clerical skills and knowledge.
4. Ability to perform clerical functions without supervisor.
5. Knowledge of Native Hawaiian community.

**Authorized/Approved By:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**I, \_\_\_\_\_ acknowledge receiving this job description.**

**Date:** \_\_\_\_\_

**The above information on this description has been designed to indicate the general nature and level of work performed by an employee in this classification. It is not to be interpreted as a comprehensive inventory, or all duties, responsibilities, and qualifications of employees assigned to this job. Management has the right to add to, revised, or delete information in this description. Reasonable accommodations will be made to enable qualified individuals with disabilities to perform the essential functions of this position.**