

FRIENDS OF THE CHILDREN'S JUSTICE CENTER OF OAHU PROGRAM ADMINISTRATIVE ASSISTANT JOB DESCRIPTION

Location: Honolulu, Hawaii
Reports to: Executive Director (if no Executive Director, then FCJCO Board of Directors)
Status: Non-Exempt, Full-time or Part-time (Full-time preferred)
Benefits: Set forth in applicable Handbook
Hours: Full-time: 8 hours/day, 5 days/week for a total of 40 hours per week
Part-time: 4 hours/day, 5 days/week for a total of 20 hours per week
Rate Range: \$15.00/hour - \$18.00/hour

As the non-profit partner to the Children's Justice Center of Oahu, the Friends of the Children's Justice Center of Oahu (FCJCO) provides the Center with resources to help children from the moment they arrive for a forensic interview. In addition to providing items and services for the children served by the Center, the Friends equips the Center with furnishings and supplies that create and maintain a facility where children feel safe as they start their journey towards healing.

The Program Administrative Assistant (formerly "Program Coordinator") helps carry out FCJCO's daily operations and programs, supervises volunteers, and represents the FCJCO to the community including partner agencies and donors. The Program Administrative Assistant receives and implements directives from the Executive Director (and the FCJCO Board of Directors, particularly if there is no Executive Director).

Responsibilities include, but are not limited to the following:

- Liaison with the Children's Justice Center of Oahu and Other Professional Partners
Maintain good working relationships with CJC and partner agencies; evaluate and address ongoing needs of CJC and partner agencies; replenish CJC support needs as requested by CJC staff.
- Management of Ho'ola Na Mana'o (HNM) Program and Other Programs in Support of Child Victims
Assist and support the Ho'ola Na Mana'o committee, including the implementation of the committee's directives; follow up with partner agencies to receive, review, and fulfill requests; maintain guidelines for administering and implementing the program; maintain confidentiality of client records; purchase items for clients (i.e., monetary or in-kind); generate check requests; follow up and process Outcome Evaluations; keep all HNM tracking spreadsheets up-to-date; transport and store items for Back to School and Holiday Gift Projects and coordinate pick-up schedules with professionals and volunteers; maintain inventory of and retrieve items from on-site closet at CJC and assemble foster care bags.
- Administrative Support
Maintain daily mail log and process all mail pieces accordingly; coordinate with FCJCO treasurer to deposit checks within two weeks of receipt; ensure all bills and invoices are paid in a timely manner; generate check requests; coordinate with FCJCO treasurer to retrieve prepared checks; obtain signatures by authorized check signers and ensure timely disbursements; receive, sort and log monetary and in-kind donations; maintain donor database; generate donor acknowledgment letters.

- Community Outreach
Assist with and be available to make presentations (Rotary Club, media opportunities, schools, community service groups, etc.), and give orientation of Friends at CJC, as requested; help plan collaborative awareness activities in April including Heroes of Hope training/luncheon; maintain FCJC website and social media; process donations, maintain donation guidelines/criteria; provide access to off-site storage unit.
- Fundraising
Attend regular fundraiser committee meetings, and act as liaison for committee and co- chairs; help manage sub-committees; oversee fundraiser volunteers; seek sponsors and additional fundraising opportunities.
- Grant Management
Assist in identifying new grant opportunities and present to the Executive Director; help oversee administration of all grants, including but not limited to tracking expenses and assisting with completing grant reports and other requirements of the funder.
- Supervise Volunteers
Help recruit, coordinate, and maintain volunteers for on-going and special projects.
- Manual Labor
Must be able to lift and move items for large scale projects.
- Maintains Records and Materials for Audits and Other Business Purposes
Help to collect, organize and maintain fiscal, organizational and corporate documentation required for all audits; serve as liaison with auditors as needed; coordinate audit or field work schedule, workspace, and other needs; process requests for payment from all grants procured by FCJC and CJC.
- Communications with Board and Maintenance of Corporate Records
Attend monthly Board meetings; analyze and present monthly HNM data; provide daily phone and email correspondence with Board members and committees; retain copies of organizational and fiscal documents, including meeting minutes, Board resolutions, insurance policies, tax records, grant applications, reports, etc.