



Program Assistant Job Description

ABOUT COMMON GRACE

Established in 2002, Common Grace is a small faith-based 501(c)(3) non-profit organization based on Oahu. Our mission is to help in-need children in Hawai'i's public schools by connecting them with caring adults, teenagers, and older adults who serve keiki with Compassion, Attention, Kindness, and Encouragement (C.A.K.E.) through one-on-one mentorship. We have two programs: (1) Mālama Mentors, which trains and pairs adults and high school mentors with public elementary school mentees, and (2) Mohala Mentors, which partners high school mentors with public middle school mentees.

MISSION

To serve Compassion, Attention, Kindness, and Encouragement (C.A.K.E.) to Hawai'i's public elementary and middle school students through one-to-one mentorship.

POSITION SUMMARY

The Program Assistant is primarily responsible for providing administrative and program support to the Program Coordinator with the ongoing development of Common Grace's mentorship programs. The Program Assistant is part of a team that supports Common Grace's school-level mentorship efforts that are focused on K-12 social, emotional, and leadership development.

Type: Part-Time (19 hours/week)

Location: Honolulu, HI

Position Reports To: Program Coordinator

Compensation: \$18 / hour

KEY RESPONSIBILITIES

1. Program Support (40%)

- Assists Program Coordinator with printing, preparing, collecting, and organizing program documents and materials (e.g., applications, surveys, permission forms, etc.)
- Maintains an effective and organized inventory of Common Grace's mentorship materials by identifying, labeling, and keeping materials in stock, recording location of inventory, and reporting shortages
- Assists Program Coordinator with purchasing and preparing weekly mentorship and training supplies
- Assists Program Coordinator with the planning and execution of special events (e.g., Family Nights, Spring Activity, etc.)

2. Administrative and Clerical Tasks (35%)

- Maintains an effective and organized file management system for Common Grace's program documents
- Ensures the quality and accuracy of submitted program documents
- Prepares receipts for reimbursement

- Provides other administrative and clerical support (e.g., copy, scanning, printing, etc.) to Common Grace's leadership team, as needed
 - Assists with office errands and tasks, as needed
- 3. Data Entry (20%)**
- Enters and maintains all mentor and mentee information into Common Grace's database system
 - Enters and maintains all mentor and mentee pre- and post-assessment survey data
 - Generates mentor and mentee data reports and information from Common Grace's database system, as needed
- 4. Coordination & Scheduling (5%)**
- Coordinates and maintains Common Grace's calendars
 - Organizes off-site event/equipment reservations and maintenance appointments, as needed
- 5. Other duties as needed**

SKILLS AND REQUIREMENTS

- Available to work part-time within normal working hours (i.e., Mondays through Fridays between 7:30 AM and 5:00 PM) with occasional weekends as needed
- Possess a valid driver's license, meet Common Grace's driving abstract requirements
- Possess reliable transportation and ability to travel to multiple school/work sites to conduct job responsibilities as required
- Demonstrated ability to work independently and part of a team
- Ability to handle multiple tasks, projects, and priorities effectively and professionally
- Relevant experience in an administrative or clerical role
- Proficiency in Office Suite programs (Word, Excel, Outlook, etc.)
- Some moderate lifting (up to 25 pounds) may be required on an occasional basis

**In accordance with Federal Law, Common Grace is prohibited from discriminating because of race, color, national origin, sex, age, or disability*

TO APPLY

Please visit commongrace.org/careers to apply.