



FRIENDS OF LYON
ARBORETUM

Job Description:

Administrative Assistant

The Friends of Lyon Arboretum (FLA) is a nonprofit membership organization working to provide support to the Harold L. Lyon Arboretum, a field research unit of the University of Hawai'i. We are currently looking to hire a part-time Administrative Assistant.

Responsibilities:

- Clerical / administrative work; total of 5-10 hrs/week; proficient in Word, Excel, and Access
- Work at the FLA office 1-2 times/week as necessary (generally about 4 hrs, office located in the Lyon Arboretum Visitor's Center); telecommute remaining hours
- Regularly check FLA mail, voicemail and email; update FLA website, Facebook, Instagram
- Maintain membership database & send renewal letters to members; process membership payments received; prepare & mail membership cards; work with FLA Membership Committee
- Process donation payments received; prepare & mail acknowledgement letters
- Prepare checks for invoices received; arrange for signature by Executive Board member
- Work with Lyon Arboretum staff re: FLA Board, grant applications, & restricted funds
- Update accounting schedules for all deposits & disbursements; send monthly records to Accountant & Treasurer; send regular updates on restricted funds to Lyon Arboretum staff
- Attend & take minutes at monthly FLA Board meeting – usually second Saturday of the month – as well as the Annual FLA Membership Meeting, generally held in September
- Attend FLA Board committee meetings as requested; assist with fundraising events as needed
- Help provide content for the quarterly Kukui Leaf newsletter, as well as the FLA e-newsletter
- Provide detailed record of services to President, Accountant and Treasurer on the 15th & end of month for direct deposit payment

Ideal candidates should have the following:

- General understanding of Accounting practices and procedures
- Great communication skills
- Ability to work independently; be highly organized and efficient
- Be comfortable with basic website maintenance and updating social media

Compensation: \$18 / hr

Interested candidates should email a resume & 3 references to friendsoflyon@gmail.com by March 22.

Friends of Lyon Arboretum
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