

**Position Description: Administrative
Volunteer** Revised: 12/21/22

Summary of Position / Key Duties

The Administrative Volunteer is an unpaid position that assists the Administrative Specialist to maintain: All JASH membership information including dues, invoicing, and general correspondence; Balance sheets for all JASH and Crown Prince Akihito Scholarship Foundation programs keeping track of all incoming funds for programs, fundraisers, and donations; Attendance records for all events; All office equipment to make sure they are in good working order; and Inventory of stock of office supplies and postage for the office.

The Administrative Volunteer will also assist with other JASH duties and programs as assigned by the Administrative Specialist, the President, or the Vice President.

Reporting

This position reports to the Administrative Specialist.

Desired Skills and Experience

Prior administrative office experience and coordination is preferred but not required. Candidate must be flexible and have ability to do multi-tasking. Computer skills with experience working with Microsoft Word, Excel, and Gmail are essential.

Japanese language ability is a plus, but not required.

Occasional heavy lifting (up to approximately 30 lbs) may be required.

Activities and program may extend beyond the normal work hours of Monday to Friday, 8am - 4:30pm.

Benefits

Bus fare or parking fee reimbursement while volunteering available if desired.

Salary

None; Unpaid volunteer position.

Hour Requirements

Ideally, a minimum 10 hours per week. Anytime Monday – Friday, 8am – 4pm however, we also have short-term episodic volunteer opportunities available. Please contact the JASH office at amindir@jashawaii.org or phone (808) 524-4450 for more information.