

HBL Administrative Assistant

Organization: Hawai'i Bicycling League (HBL)

Location: Honolulu, Hawai'i (in-office position)

Hours: Part-time, up to 20 hours per week

Reports to: Executive Director

About Hawai'i Bicycling League

Hawai'i Bicycling League (HBL) is a 501(c)(3) nonprofit organization with a mission to enable more people to ride bicycles for health, recreation, and transportation through advocacy, education, and events. HBL produces some of Hawai'i's largest bicycling events, advocates for safer streets, and provides education that empowers thousands of riders each year.

Position Summary

The Part-Time Administrative Assistant plays a key role in supporting HBL's daily operations and programs. This position assists with a range of administrative and financial tasks, including office organization, data entry, reporting, and record-keeping. The ideal candidate is detail-oriented, reliable, and enjoys supporting a mission-driven team making a positive impact in our community.

Key Responsibilities

Administrative Support

- Assist with general office operations, including mail, phone,
- Support program staff with data entry, document preparation, and scheduling
- Maintain accurate and organized records across departments
- Help with event and meeting logistics as needed

Program & Grant Support

- Record and maintain participation data for grant reporting
- Assist with compiling and submitting reports for funders and program partners

Financial Administration

- Reconcile receipts and invoices in coordination with staff and vendors
- Maintain organized financial records and digital filing systems
- Assist in preparing monthly financial summaries and reports for the accountant
- Track expenses related to specific programs and grants

Other Tasks

- Perform other duties as assigned or aligned with the candidate's skills and interests to support HBL's mission and programs

Qualifications

Required:

- Strong organizational skills and attention to detail
- Proficiency with Microsoft Office and/or Google Workspace (Docs, Sheets, Drive)
- Basic understanding of bookkeeping or willingness to learn
- Ability to manage multiple priorities and meet deadlines
- Excellent communication and teamwork skills
- Commitment to HBL's mission and values

Preferred:

- Experience with nonprofit administration or accounting support
- Familiarity with QuickBooks
- Interest in bicycling, walking, or active transportation

Compensation & Schedule

- Part-time, hourly position (up to 20 hours per week)
- Flexible schedule within standard business hours
- Compensation commensurate with experience (\$20–\$25/hour range to be determined)

To Apply

Submit a PDF resume and cover letter with the subject line “Administrative Assistant” to Travis Counsell, HBL Executive Director at travis@hbl.org. Applications will be reviewed on a rolling basis, with interviews starting mid-November. Position will remain open until filled.