

# HBL Part-Time 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 (with program coordination support to BikeEd staff)

## 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 bike and walk through advocacy, education, and events. Founded in 1975, HBL works to make Hawai'i a bicycle and pedestrian friendly community by advancing safe, accessible, and sustainable transportation options for all. HBL administers BikeEd Hawai'i, a youth focused bicycle education program which has taught bicycle safety at elementary schools across O'ahu since 1989.

## Position Summary

The Part-Time Administrative Assistant plays a key role in supporting HBL's daily operations and programs, with a particular focus on administrative coordination for our City-funded youth bicycle education program, BikeEd Hawai'i.

This position supports office systems, program logistics, financial documentation, and grant reporting. The ideal candidate is highly organized, detail-oriented, and comfortable managing recurring administrative processes while also adapting to evolving organizational needs.

## Key Responsibilities

### BikeEd Hawai'i Program Support

Provide administrative support for HBL's City-funded youth bicycle education program, including:

- Assisting with scheduling and coordinating BikeEd classes with schools and instructors
- Maintaining accurate records of school participation, student numbers, and program data
- Entering and organizing participation data for grant tracking and reporting
- Overseeing helmet and T-shirt inventory, including tracking supply levels and coordinating restocking
- Assisting in compiling and formatting monthly grant reports for City funders
- Supporting program documentation to ensure compliance with grant requirements
- Coordinating internal communication related to BikeEd logistics as needed
- Working with BikeEd Manager and Team Leads on other tasks as needed

### General Administrative Support

- Assist with general office operations, including mail, filing, and supply organization
- Maintain organized digital and physical record-keeping systems
- Support staff with document preparation, data entry, and meeting coordination
- Assist with event and meeting logistics as needed

## 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 Responsibilities

- 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 Google Workspace and/or Microsoft Office
- Comfort working with spreadsheets and tracking data
- Ability to manage multiple priorities and recurring deadlines
- Strong communication and coordination skills
- Commitment to HBL's mission and values

### Preferred

- Experience with nonprofit administration or program coordination
- Familiarity with grant reporting requirements
- Basic bookkeeping or financial reconciliation experience, Quickbooks Online preferred
- Experience managing inventory or logistics
- Interest in youth education, bicycling, or active transportation

## Compensation & Schedule

- Part-time, hourly position (up to 20 hours per week)
- In-office position in Honolulu
- Flexible schedule within standard business hours
- Compensation commensurate with experience (\$20-\$24/hour range)

## 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](mailto:travis@hbl.org). Applications will be reviewed on a rolling basis, with interviews starting early-April. Position will remain open until filled.