

## **A Cup of Cold Water (ACCW)**

### **Outreach Ministry Aide**

#### **Job Description**

**Reports to: Bishop and President of Board of ACCW**

**Receives work direction from: President, Members of the Board and Key Volunteers**

**Resource person to: President, Members of the Board and Key Volunteers**

**Hours hired to work: 16 - 19 hours per week (days & times to be determined in**

**consultation with President or Bishop) May include work hours on Saturday and/or Sunday.**

**Compensation: \$20-25/hour and mileage reimbursement**

**Location: Wailuku, HI**

#### **Overview:**

The Administrative Aid works closely with the President, Members of the Board and Key Volunteers to support the business and mission of ACCW. This position requires knowledge of ACCW's ministries and activities; strong organizational skills; excellent interpersonal manner and skills; basic computer and various software package skills, including Microsoft Office, MailChimp, and other packages; and the ability to maintain confidentiality.

#### **Principal Responsibilities:**

1. Provide support to the President including general administrative and clerical tasks, research, interfacing with vendors, and communication with clients and volunteers as needed.
2. Coordinate the preparation of peanut butter and jelly sandwiches distributed on van runs with various churches and organizations.
3. As directed by the Supply Room Coordinator, shop for needed supplies at Costco and various other stores.
4. Onboarding volunteers and coordinating scheduling and necessary documentation.
- 5a. Collect the run information forms with date, number served, where the run went, miles driven, etc. and summarize for each month and put in file.
- 5b. Collect the form the Run Leaders are supposed to complete for the Supply Room Coordinator with supplies needed on the run and give to Supply Room Coordinator.
6. Maintain database of donors and volunteers.

#### **Contingent Responsibilities**

1. Assists with coordination of mission events and projects.
2. Inventory supplies on the van and restock as necessary after van runs.

3. Make sure Run Leaders complete all required documentation including drivers abstract and information form.
4. Administer the Safe Church Training required for board members and volunteers.
5. Assist in keeping the van clean inside and outside.
6. Prepare ACCW mailings, including support to the Board and other ministries as needed.
7. Other tasks as assigned.

**Physical Demands:**

- ☐ Ability to go up and down steps and walk long distances.
- ☐ Able to lift 50 lbs. (food, water, paper, files, small office equipment, etc.)

**Qualifications:**

- ☐ High School graduation.
- ☐ Two years' experience in non-profit work preferred.
- ☐ Strong organization skills, ability to prioritize and be flexible, demonstrated ability to multitask.
- ☐ Passionate about the mission of ACCW.
- ☐ Basic Knowledge and ability to utilize computer systems and software.
- ☐ Experience with Microsoft Office (Word, Excel, etc.).
- ☐ Demonstrated ability to work independently with little direction, strong problem-solving skills, and ability to find solutions and resources without direction.
- ☐ Have a valid Hawaii driver's license.
- ☐ Possess a comprehensive facility with the English grammar and language; strong written and verbal communication skills.
- ☐ As required of all employees of the Episcopal Church in Hawaii, voluntarily submit to and pass a criminal background check and maintain Safe Church Training credentials.

**Job Applicants**

Please email your job interest and resume to [acupofcoldwatermaui@accwmaui.org](mailto:acupofcoldwatermaui@accwmaui.org) or you may ground mail it to:

**A Cup of Cold Water**  
**Attn: Search Committee**  
**2140 Main Street**  
**Wailuku, HI 96793**