



Position Title/Project Name

Office Administration Intern

Position/Project Description and Responsibilities

Do you love food? Do you ever wonder why there's such an abundance of food in our grocery stores, restaurants, and hotels, and yet there are so many hungry people in Hawai'i? If so, put your talents and passion to great use and make a difference in our community by helping us further our mission to waste less and feed more.

Founded over 22 years ago to tackle challenges regarding food insecurity and waste, Aloha Harvest is building a more sustainable and resilient food system by rescuing quality excess food to feed Hawaii's hungry. Since inception, Aloha Harvest has recovered and redistributed over 28 million pounds of food that would otherwise have been discarded, helping to meet the needs of tens of thousands of people who face hunger daily. Aloha Harvest offers pick-up and delivery service year-round, 7 days a week, completely FREE of charge. To continue to do that, we need A LOT of support from the community.

The primary responsibility of the Office Administration Intern is to provide a wide variety of program support to help ensure safe and efficient business operations with a focus on productivity and quality control. May also provide a variety of administrative support to the Program Assistant and Operations Manager.

- Support with various administrative functions including but not limited to: incoming calls & emails, filing system, SharePoint, office mail & delivery, Accounts Receivable/Payable, internal/external correspondence, meeting minutes, memos, and reports.
- Assisting in updating and managing the Policies and Procedures Manual, Employee Handbook, and personnel files.
- Manage the digitizing of hard copies and shredding of old files according to the company's Document Retention policy.
- Assist with various operational functions and special projects, as needed in support of the Aloha Harvest Team and its mission.

Other Responsibilities

Office hours are flexible to meet the Internship Program requirements. Working conditions are primarily indoors in an office setting but may occasionally be outdoors/onsite for various events. Remote as well as onsite work hours/assignment may be required to meet business needs and current COVID-19 guidelines. A computer may be provided and use of standard office equipment and tools (e.g., copier, phone, fax, etc.) is required.

At the end of the internship experience, the Student Intern may add this project to their portfolio. Experience what it is like to truly make a difference by working with passionate individuals who are dedicated to developing solutions to solve important social issues such as hunger and climate change. Your contributions to our nonprofit organization will be used in the real-world. And your experience will help to refine your professional abilities to prepare you for your career.