Honolulu Civil Beat
Operations Specialist

Overview: The Operations Specialist is a full-time position that functions as a member of the Operations team and tasked with supporting the mission of Honolulu Civil Beat and its growing staff.

The Operations Specialist reports to the Operations Manager and plays a supporting role in strengthening office administration, technical operations, and vendor relationships.

Responsibilities:
- Maintain day-to-day office operations and work collaboratively to apply creative solutions to operational and technical challenges.
- Manage purchasing, invoicing and control procedures to ensure proper fiscal compliance.
- Coordinate internal events, including monthly all-staff meetings.
- Prepare travel authorizations and coordinate scheduling and arrangements.
- Provide technical operations assistance to the Operations Manager, including but not limited to system security operations, device and password management, and software troubleshooting.
- Provide assistance with other administrative, communications, fundraising needs, including but not limited to offline and online marketing, audience engagement, events and analytics.

Desired Qualifications:
At least 2 years experience handling administrative tasks and:

- Familiarity with workflow management software.
- Some technical knowledge of digital marketing practices and techniques.
- Excellent verbal and written communications skills.
- Comfortable working in a fast-paced office environment.
- Experience with fundraising database systems. Knowledge of Salesforce CRM a plus.
- Ability to drive and possess a valid driver’s license.
- Ability to work nights and weekends on occasion.
- Understanding of news media and nonprofit organizations preferred.

We are willing to consider great candidates who may not have every skill on our checklist.

Location:
Our newsroom is located in Hawaii on the island of Oahu. For this position, working from the office is required.

How We Take Care of Our People:
Civil Beat pays competitive salaries, and has excellent benefit packages; including medical, dental, and vision insurance, a 6% 401(k) match, six weeks PTO a year, and company-funded travel and training
opportunities. The final determined salary offer for this position will depend on experience and qualifications; therefore, the anticipated salary range for this role is between $55,000 – $65,000.

_Honolulu Civil Beat is an equal opportunity employer that values diversity and encourages people from underrepresented communities to apply._

**How to Apply:**
Send your cover letter and resume to business@civilbeat.org by July 15. We will review submissions on a rolling basis, but will continue accepting new applicants until the position is filled.

**About Civil Beat:**
Honolulu Civil Beat is a 501(c)3 tax-exempt news organization dedicated to cultivating an informed body of citizens, all striving to make Hawaii a better place to live. We achieve this through investigative and watchdog journalism, in-depth enterprise reporting, analysis and commentary that gives readers a broad view on issues of importance to our community.