



Job Title: Team Support Coordinator

Reports to: Business Operations Manager

Education: Bachelor's degree in business administration, operations, nonprofit management, or related field.

Salary: \$48,000 - \$52,000

Position: Full-time, Non-Exempt

Schedule: Full-time, occasional evenings & weekends may be required

Location: Honolulu office

About HomeAid Hawaii:

We are a fast-growing nonprofit developer focused exclusively on building housing solutions for homelessness or at risk of homelessness. Our approach to affordable housing is to reduce the cost of construction through philanthropy, regulatory tools, pro bono labor, and discounted services, materials, and supplies. This approach allows HomeAid Hawaii the opportunity to pass on deep discounts to Hawaii's most vulnerable people in a housing crisis.

Currently, we are the lead developer for the State of Hawaii's Kauhale Initiative and Maui Wildfire Housing response. Our approach to development is rooted in balancing construction with community relations through outreach and community engagement.

Our mission is to help people experiencing homelessness, or who are at risk, build new lives through construction, community engagement, and education.

Job Description:

The Team Support Coordinator provides essential administrative and operational support to ensure the smooth daily functioning of HomeAid Hawaii's internal operations. Working directly under the Business Operations Manager, this role also provides logistical and communications support to the executive team (C-suite), helping to coordinate meetings, prepare materials, and maintain internal systems.

This role is ideal for someone who is highly organized, tech-savvy, and people-oriented, who thrives in a mission-driven and collaborative work environment. A four-year degree is not required—just the ability to stay on top of details, follow through, and support a fast-paced team.



Duties & Responsibilities:

Operations & Administration:

- Provide scheduling and administrative support to the Business Operations Manager and executive team
- Prepare meeting agendas, materials, and notes for internal and leadership meetings
- Track action items and assist with project follow-ups across teams and departments
- Maintain organized filing systems and documentation for internal policies, templates, and processes
- Coordinate office logistics, supply management, and hybrid work arrangements

Executive Team & C-Suite Support:

- Assist with calendaring, travel arrangements, and coordination of executive meetings
- Support preparation of internal reports, presentations, and board materials
- Help maintain executive documentation, including compliance timelines and organizational records
- Provide event and logistics support for board meetings, retreats, or executive engagements

Team & Culture Support:

- Assist in planning and coordinating internal events, team-building activities, and staff meetings
- Help facilitate staff communications and recognition initiatives
- Track participation in training and professional development programs, maintaining organized records

Technology & Systems Support:

- Provide basic troubleshooting and onboarding assistance for new users (email, file systems, etc.)
- Help manage access to platforms like Dropbox, SharePoint, and other collaboration tools
- Coordinate with outsourced IT providers for escalated support needs, under direction of the Business Operations Manager

Special Projects & Other Duties:

- Contribute to internal reporting, document preparation, and project coordination as needed
- Perform other duties as assigned in support of organizational operations



Minimum Job Qualifications:

- High school diploma or equivalent; some college or relevant training preferred
- 2–3 years of experience in administration, executive support, or operations coordination
- Strong organizational skills with the ability to manage competing priorities
- Excellent written and verbal communication skills
- Proficiency in Microsoft Office and cloud-based collaboration tools
- Professional, proactive, and adaptable in a dynamic environment

Preferred Qualifications:

- Experience in nonprofit, housing, or mission-based organizations
- Familiarity with platforms like Dropbox, SharePoint, or Smartsheet
- Interest in social impact and supporting underserved communities

Physical Requirement:

- Ability to sit at a desk and use a computer for extended periods of time.
- Occasional standing, walking, bending, reaching, and lifting of light office items up to 25 lbs.
- Ability to operate general office equipment such as computer, printer, photocopier, scanner, phone system, postage meter, etc.
- Hand-eye coordination and manual dexterity to use office equipment and handle paperwork.
- Visual acuity to read printed and electronic documents and computer screens.
- Must be articulate. Must have professional listening and speaking communication capabilities both in person and electronically.

Benefits:

- 100% Employer paid Medical, Dental, and Vision.
- Thirteen (13) paid annual State of Hawaii holidays.
- Sixteen (16) paid days per twelve (12) months upon hire for vacation and sick leave.
- 401k Retirement Plan with discretionary employer match of up to 4% following probationary period.
- Flex healthcare spending plan.
- Company cell phone.
- Hybrid work, with respect to needs of the team.
- Company paid professional development certifications.