

EAST HAWAII CULTURAL CENTER

Operations Director / Program Manager

Part-Time • On-Site • Hilo, Hawai'i

ABOUT EHCC & THE OPPORTUNITY

East Hawai'i Cultural Center (EHCC) is downtown Hilo's anchor for arts, culture, and community. From gallery exhibitions and youth arts to Hawaiian cultural programming and community performances, EHCC has served as a creative gathering place for East Hawai'i for decades.

The Operations Director / Programs Manager (OD/PM) is a co-leader of the organization, working in partnership with the Executive Director / Development Manager (ED/DM) and reporting directly to the Board of Directors. You will be the internal backbone of EHCC: the person who keeps the doors open and the engine purring — finances reconciled, programs coordinated, communications flowing, volunteers engaged, and the building running. If you take deep satisfaction in making a mission-driven organization function well, this role was built for you.

POSITION DETAILS

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| Organization: | East Hawai'i Cultural Center (EHCC) | Compensation: | \$1,900 per month (approx. \$24/hour) W-2 employee |
| Location: | 141 Kalākaua Street, Hilo, Hawai'i — Fully On-Site | Reports To: | EHCC Board of Directors |
| Hours: | Part-time, 18 hours/week (structured around gallery hours) | Deadline: | June 30, 2026 |

KEY RESPONSIBILITIES (FIVE CORE AREAS)

Daily Operations & Administration

- Serve as the primary point of contact for staff, contractors, volunteers, visitors, and vendors.
- Maintain organizational systems: shared calendars, databases, physical/digital files, and administrative workflows.
- Coordinate facility needs: supplies, maintenance requests, safety, security, and legal/insurance documents.

Financial Administration

- Own day-to-day finances: AP/AR, expense coding, donation/sales logging, PayPal/Venmo, and monthly reconciliations.
- Monitor budget-to-actual performance across program areas and alert the Board to material variances.

Program Coordination

- Coordinate logistics, finances, schedules, publicity, and reporting across programs (Youth Arts, gallery exhibitions, etc.).
- Manage membership rolls, renewal notices, and donor/member acknowledgements.

Communications, Marketing & Outreach

- Produce e-newsletters, social media posts, website updates, and promotional materials.
- Implement outreach strategies for membership, volunteer, and fundraising campaigns.
- Maintain media, partner, volunteer, member, and community contact lists.

Human Resources & Grants Support

- Manage HR documentation for staff/contractors; recruit, schedule, and coordinate volunteers and interns.
- Participate in the Grants Working Group; provide data for grant compliance and reporting.

QUALIFICATIONS

Required:

- Strong leadership, management, organizational, and communication skills with concurrent task management.
- 2+ years overseeing operations in a nonprofit, community org, or small business, or equivalent administration/office management.
- Demonstrated ability to manage financial tasks including bookkeeping, reconciliation, and budget tracking.
- Experience producing public-facing social media content and managing campaigns that grow audience engagement.
- Familiarity with Google Workspace and standard office software; physical and digital office organization skills.
- Ability to work independently and collaboratively with minimal supervision; strong interpersonal skills.
- Must be a Hilo-area resident (fully on-site position).

Preferred:

- Background in arts administration, gallery operations, or cultural programming, and/or genuine interest in East Hawai'i's arts.
- Experience with Mailchimp, contact management software (e.g., Little Green Light), and WordPress.
- Experience coordinating volunteers or managing part-time staff.
- Fluency/familiarity with 'Ōlelo Hawai'i or deep roots in Hawaiian cultural practice.
- Knowledge of Hawai'i nonprofit law, GE tax compliance, and grant administration/reporting processes.

HOW TO APPLY

Please submit a **résumé**, a **brief cover letter** (1 page or less), and contact info for **two references** to jobs@ehcc.org with the subject line "Operations Director Application — [Your Name]".

Applications reviewed on a rolling basis; apply before **June 30, 2026**. EHCC is an equal opportunity employer committed to building an inclusive and diverse team reflecting our community.