



The Institute for Human Services  
Ending the Cycle of Homelessness

# Executive Assistant

**Job Type:** Full-Time

## Responsibilities

The Executive Administrative Assistant is responsible for providing full administrative support to the Executive Director. Acts as the administrative point of contact between the executive director and internal/external clients, stakeholders and board of directors. Manages the tasks of receiving calls, messages, creating and disseminating correspondence. Handles requests and queries appropriately. Able to manage sensitive and confidential information with tact and professionalism.

## Requirements

### Required Education and Experience:

- 3-5 years proven experience as an Executive Administrative Assistant, Senior Executive Assistant or in other administrative positions supporting an executive.
- Full comprehension of office management systems and procedures
- Excellent knowledge of MS Office, Google.
- Exemplary planning and time management skills
- Ability to multitask and prioritize daily workload
- Strong verbal and written communications skills
- Able to maintain confidentiality and routinely exercise discretion
- Associate's Degree and/or additional certification in administrative assistance would be considered an advantage

### Preferred Education and Experience:

- Associate/Bachelor's Degree in business, communication or related field.
- 5 years of Executive Assistant experience in a non-profit setting.
- Strong verbal and written communication skills.
- Excellent people skills, with an ability to partner with a dynamic leadership team.
- Possess personal qualities of integrity, credibility, discretion and commitment to mission.
- Flexible and able to multitask; can work within an ambiguous, fast-moving environment; demonstrated resourcefulness in managing priorities and meeting goals.

For questions, please email [HumanResources@IHSHawaii.org](mailto:HumanResources@IHSHawaii.org).