

Program Assistant (Maui)

Position Title: Program Assistant

Company Name: Aloha Independent Living Hawaii

Program Assistant full-time position is available on Maui with travel to neighbor islands. Non-profit human service agency. We are looking for an enthusiastic Program Assistant to assist team members with scheduling, travel logistics, clerical functions, data entry, copying, emailing, filing, editing, and reporting. Must be able to attend virtual meetings and participate in virtual presentations from a home office. Must be an excellent communicator, able to read, write, and edit in English. Must have their own transportation to work with consumers in the community. Must be able to travel to neighbor islands and possibly stay overnight. Personal experience with disability preferred. This position is an estimated 50% virtual, 50% in person on Maui and neighbor islands not including Oahu.

Email resume and references to: info@AlohaILHawaii.org,

Attn: Executive Director. Deadline: September 9, 2020

We are proud to be an EEO/AA employer M/F/D/V. We maintain a drug-free workplace and may perform pre-employment substance abuse testing.