

Position Title: Workplace Assistant

Part-time Workplace Assistant for Advocacy Coordinator position now available on Maui (approximately 20 hours/week). Responsible for assisting Advocacy Coordinator with general clerical functions, transcription of verbal information into written correspondence, creating Power Point presentations, maintenance of information and scheduling, and meeting preparation.

Minimum Qualifications: Associates degree or in progress; will consider two years of documented relevant experience. Skills required in computer literacy, time management, and multi-tasking. Must have responsible workplace ethics and the ability to work independently. Candidate must be able to work flexible hours Monday thru Friday.

Please send Resume and cover letter to: info@AlohaLLHawaii.org

Deadline: April 30, 2021

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.