



Assistant to the Director of Programs & Communications
Hawaii Association of Independent Schools

Position Description:

Provide administrative assistance to the Director of Programs & Communications. Assist with HAIS professional development programs and coordinate the Leading Schools of the Future Conference.

Reports to the Director of Programs & Communications

Responsibilities include (but not limited to):

- Providing administrative assistance to the Director of Programs & Communications
- Assisting with coordination of various HAIS professional development programs from inception to implementation
- Take primary responsibility for the planning, preparation and execution of the Leading Schools of the Future Conference

Position Requirements:

- Flexible, detail-oriented, and a team player, with high expectations for quality.
- Excellent organizational and time management skills.
- Ability to prioritize multiple projects and set and meet established deadlines.
- Excellent oral and written communication skills, including proof reading skills
- Strong interpersonal skills, with high professionalism.
- Strong working knowledge of Microsoft Office - Microsoft Word, Excel, PowerPoint, Access, and mail merges; email and web searches.

Background Requirements:

- Bachelor's Degree
- At least 2 years relevant work experience

Salary: Based on experience

FTE: Part-time - 20 to 30 hours per week

To apply, please email a resume and cover letter, including a description of relevant work experience to Deanna D'Olier at ddolier@hais.org