

Job Title: Administrative Assistant (Part Time)

Reports To: Executive Director & Executive Committee

Organization: Statewide Independent Living Council of Hawaii (SILC)

Location: State of Hawaii

About SILC:

Mission To empower individuals with disabilities to achieve self-determination, independence, and full inclusion in all aspects of community life.

Vision A Hawaii where people with disabilities have the same opportunities as everyone else to live, work, and participate in their communities.

Values

- **Self-Determination:** We believe people with disabilities have the right to make their own choices about their lives.
- **Inclusion:** We advocate for a society where everyone is valued and belongs.
- **Collaboration:** We work together with partners to create positive change.
- **Innovation:** We seek creative solutions to promote independent living.
- **Empowerment:** We support individuals with disabilities to reach their full potential.

Position Summary:

Are you passionate about empowering individuals with disabilities? Do you thrive in a fast-paced environment where your organizational skills and attention to detail make a real difference? If so, then we encourage you to apply for the Administrative Assistant position at the Statewide Independent Living Council of Hawaii!

As the Administrative Assistant, you will play a vital role in supporting our mission by providing comprehensive administrative and clerical support to the SILC staff and Council Members. You will be the heart of our operations, ensuring the smooth and efficient functioning of our daily activities.

Key Responsibilities:

- Provide administrative support to the SILC staff and Council Members
- Manage and maintain records, files, and databases
- Prepare correspondence, reports, and presentations
- Coordinate meetings, trainings, and events
- Assist with travel arrangements and logistics
- Assist with data collection, evaluation and reporting
- Answer phone calls and emails
- Greet visitors and provide information
- Maintain office supplies and equipment
- Other duties as assigned

Qualifications:

- High school diploma or equivalent
- Minimum of one years of administrative experience
- Excellent organizational and time management skills
- Strong written and verbal communication skills
- Proficiency in Microsoft Office and Google Workspace Suites
- Ability to work independently and as part of a team
- Commitment to the SILC's mission and values

To Apply:

Please submit your resume and cover letter to info@HawaiiSILC.org

Expected Hours: Part time, 4-8 hours per week.

Rate of Pay: \$18 / hour

We are an equal opportunity employer and value diversity at our organization. We do not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status.