



To advance and nurture the well-being of our Maui, Molokai and Lāna'i community through impactful, equitable, and sustainable initiatives.

Title: Executive Assistant

Reports to: Deputy Director

Status: Full-Time / Exempt

Location: Kahului, Maui

Salary Range: \$70,000 – \$85,000 annually, commensurate with experience

Position Summary: Maui United Way seeks a highly intuitive, self-directed Executive Assistant to provide comprehensive administrative and operational support to the CEO, Deputy Director, and internal departments. This pivotal role will help drive MUW's mission by managing communications workflows, maintaining executive schedules, supporting donor and board engagement, and fostering a culture of excellence and responsiveness. The Executive Assistant must be proactive, discreet, adaptable, and deeply aligned with the values of service, equity, and impact.

Key Responsibilities:

Executive & Leadership Support

- Manage calendars, meeting logistics, travel planning, and confidential communication for the CEO and Deputy Director.
- Prepare materials and take notes for executive meetings, including board and committee meetings.
- Draft, proof, and format presentations, memos, and documents.
- Coordinate scheduling and preparation for internal and external meetings.

Office & Administrative Support

- Serve as the central support for day-to-day office functions and supply coordination.
- Maintain digital and physical filing systems across departments.
- Respond to administrative needs from Finance, Development, Impact, and Communications teams.
- Prepare materials and take notes for staff meetings. Assist Development and Impact with volunteer logistics and support office event planning.

Communications & Logistics Coordination

- Post content to MUW's social media and digital platforms in coordination with Communications.
- Support newsletter logistics and content gathering.
- Coordinate with Development and Impact to obtain materials as needed from vendors, media contacts, and community partners for scheduling.

Data & Confidential Records Management

- Assist in preparing donor acknowledgments, committee packets, and confidential files.
- Handle sensitive data with discretion and professionalism.

Team Collaboration & Project Support

- Track deadlines and provide administrative support on cross-functional projects.
- Support planning and execution of events and campaigns.
- Maintain consistency and timeliness of support across departments.

Preferred Qualifications:

- 3–5 years of experience in executive support, nonprofit administration, or operations coordination
- Excellent interpersonal skills; warm, proactive, and able to maintain strong working relationships
- Exceptional multitasking ability and comfort with self-directed work
- Requires minimal direction and utilizes critical thinking skills
- Skilled in Microsoft Office, Google Workspace, Canva, CRM systems, and Constant Contact
- Comfortable with light digital design, content scheduling, and project tools
- High level of discretion in handling confidential information
- Familiarity with Maui County community
- Flexibility to attend evening/weekend events and occasional inter-island travel
- Understanding of Maui County's unique cultural and social context
- Established Hawai'i networks (with a focus on Maui) and demonstrated success in cultivating and maintaining long term relationships with relevant partners, funders, government, private sector, and communities.
- Familiar with Hawaiian cultural values and worldviews and associated traditional and customary Native Hawaiian practices.
- Able to navigate a wide variety of business and social settings, including cultural gatherings/protocol, formal presentations to the business sector, and meetings with donors and foundation leaders.
- Passionate and enthusiastic about Maui United Way's work and impact.
- Familiarity and/or fluency in 'ōlelo Hawai'i (at least commonly used Hawaiian words).

Professional Development & Growth:

- Training and coaching opportunities available
 - Potential for role growth aligned with organizational expansion and candidate interests
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Maui United Way is an equal opportunity employer and encourages applications from candidates with lived experience in the communities we serve.