#26-58 Executive Administrative Assistant
ADMIN/CCHDC, Full Time, Oahu

The Executive Administrative Assistant provides administrative, governance, and operational support to the Executive Director of the Catholic Charities Housing Development Corporation (CCHDC). This position plays a vital role in ensuring the effective and efficient operation of the organization by managing executive priorities, coordinating board governance activities, supporting housing development and finance administration, and facilitating communication among leadership, board members, partners, consultants, stakeholders, and staff.

Serving as a trusted liaison and key contributor to organizational success, the Executive Administrative Assistant is responsible for coordinating Board of Directors and committee meetings, maintaining governance records, supporting the Corporation's regulatory and compliance requirements, and assisting with financial, tax, and organizational reporting requirements. This position also provides support for housing development projects, grant research and administration, special events, and day-to-day office operations.

The Executive Administrative Assistant plays an integral role in promoting organizational effectiveness, ensuring operational excellence, and supporting CCHDC's purpose of developing and preserving affordable housing opportunities that strengthen communities and improve the lives of those served.

The successful candidate must demonstrate professionalism, discretion, sound judgment, and a strong commitment to the mission of Catholic Charities Hawai'i. The Executive Administrative Assistant must demonstrate an active commitment to the Catholic Charities Mission and strive to incorporate the four Core Values in all aspects of daily work.

EDUCATIONAL & WORK REQUIREMENTS: Bachelor degree in business administration or related field plus five (5) years of progressive administrative experiences and responsibilities.

EMPLOYMENT CLEARANCE REQUIREMENTS: Credit Check, Hawaii State Criminal Check, Driver's License, Access to Vehicle with Current Valid Registration, Safety Check, and No-Fault Insurance, Education Verification

COMPENSATION: $67,640.64 - $77,407.54

DEADLINE TO APPLY: October 23, 2026

Catholic Charities is an Equal Employment Opportunity Employer
For more information about this and other positions, check out our website at
https://www.catholiccharitieshawaii.org/careers/