

Executive Assistant to the Executive Director

LOCATION: North Hawaii — on-site (no remote)	EMPLOYMENT TYPE: Full-time, Exempt
REPORTS TO: Executive Director	SALARY: \$65,000–\$85,000 annually, DOE

About North Hawaii Hospice

North Hawaii Hospice is a nonprofit organization dedicated to providing compassionate end-of-life and palliative care to patients and families throughout the North Hawaii community. We are a small, mission-driven team, and every staff member plays a direct role in how well we serve our patients, families, and community partners.

Position Summary

We're looking for a tech-savvy, highly organized Executive Assistant to work directly alongside the Executive Director and become a key partner in modernizing how our organization runs. This role coordinates across multiple digital platforms to support Medicare/CMS compliance, fund development, social media and marketing, HR administration, and day-to-day operations. We welcome candidates at any career stage — recent graduates in healthcare administration or nonprofit/business management, and experienced professionals looking for a meaningful next chapter. What matters most is a genuine desire to make a direct impact on hospice care in our local North Hawaii community.

Key Responsibilities

Executive & Administrative Support

- Provide direct administrative support to the Executive Director, including correspondence, scheduling, and follow-up
- Lead the organization's transition to paperless recordkeeping and maintain an organized digital file map
- Prepare and update letterhead, templates, and other branded materials
- Coordinate building maintenance needs and vendor scheduling

Medicare Compliance & Insurance Coordination

- Help track and maintain compliance with CMS and Medicare regulations affecting hospice operations, staying current on relevant changes
- Coordinate medical insurance certifications and related vendor documentation
- Support the Executive Director with regulatory recordkeeping and audit readiness

HR & Personnel Support

- Coordinate onboarding for new employees
- Submit personnel documentation to our PEO (ProService) and maintain accurate personnel files
- Communicate employee handbook updates and policy changes to staff

Fund Development & Donor Relations

- Support development strategy and grant management using grantmaking platforms
- Cultivate relationships with patient families and recurring donors
- Assist with donor communications, acknowledgments, and stewardship
- Research and support board development initiatives

Marketing & Communications

- Plan and coordinate social media content across platforms
- Support marketing coordination and materials using tools such as Canva and AI-assisted content tools
- Help maintain consistent branding across all communications

Outreach Coordination

- Prepare educational materials for RN Liaisons
- Research and schedule opportunities to speak and educate the community
- Track outreach activities and referrals to measure outcomes

Qualifications

- Candidates at any career stage are encouraged to apply — from recent graduates to experienced professionals. What we value most is a genuine interest in hospice care and making an impact in the North Hawaii community
- Bachelor's degree in Healthcare Administration, Nonprofit Management, Business Management, or a related field preferred; equivalent experience (in any field or career stage) will also be considered
- Strong technology proficiency, with the ability to learn and coordinate across multiple digital platforms (e.g., Canva, AI tools, social media schedulers, grantmaking/donor databases, cloud file systems)
- Excellent organizational skills and close attention to detail
- Strong written and verbal communication skills
- Ability to handle confidential information — HIPAA, personnel, and donor data — with discretion
- Familiarity with Medicare/CMS regulations and healthcare compliance a plus, or a strong willingness to learn quickly
- A self-starter comfortable working closely with executive leadership in a small nonprofit environment
- Must currently live in North Hawaii. This is an on-site position and is not eligible for remote work

Compensation & Benefits

- \$65,000–\$85,000 annually, depending on experience
- Health, dental, and vision insurance
- Paid time off and paid holidays
- Retirement plan / employer match
- Mileage / travel stipend for local travel between office, donors, and community partners

To Apply

Please send a resume and cover letter to Faye Mitchell, Executive Director, at faye@northhawaiihospice.org.