



**STATE OF HAWAII**  
**OFFICE OF HAWAIIAN AFFAIRS**  
560 NORTH NIMITZ HIGHWAY, SUITE 200  
HONOLULU, HAWAII 96817

April 26, 2016

**EXECUTIVE ASSISTANT TO BUREAU CHIEF**

To All Interested Applicants:

The Office of Hawaiian Affairs' (OHA) Washington, D.C. Bureau is seeking motivated individual with efficient budgeting and scheduling skills to serve as an Executive Assistant to the Bureau Chief. The position requires the successful offeror to relocate to the Washington DC area.

The Office of Hawaiian Affairs' Washington, D.C. Bureau is primarily responsible for advocating on behalf of OHA and the Native Hawaiian community at the federal level. This important duty includes working closely with Congress, engaging with federal agencies on matters that impact Native Hawaiians, and providing opportunities for members of the Native Hawaiian community and those interested in advocating on behalf of the community to work and gain professional, federal experience in Washington, D.C.

To Executive Assistant responsibilities for this position shall include, but may not be limited to:

- Providing administrative and clerical support;
- Assisting with office accounting, including managing the office budget; and
- Planning OHA and broader Native Hawaiian events in the DC area.

This position also provides the opportunity to work on legislative matters with or at the request of the D.C. Bureau Chief, which may include, but may not be limited to:

- Monitoring bills and regulations as needed; and
- Participating in the advancement of OHA's work in the federal arena.

Interested applicants may send a cover letter and resume to:

Coti-Lynne Haia  
Washington DC Bureau Chief  
Office of Hawaiian Affairs  
[cotih@oha.org](mailto:cotih@oha.org)

Deadline for submission of your cover letter and resume is due to the OHA's Washington, D.C. Office by Friday, May 6, 2016, 2:00 p.m. Eastern Time Zone. Interested applicants shall submit their cover letter and resume by email to [cotih@oha.org](mailto:cotih@oha.org).

The selection shall be contingent upon the finalization of the scope of services and the negotiation and execution of the contract mutually acceptable to both parties. The successful offeror must be registered and be compliant with Hawaii Compliance Express, submit a current copy of your Certificate of Liability Insurance, and fill out our OHA W-9 form.