



Executive Assistant

Are you an organised, proactive, and relationship-centred professional ready to support executive leadership in a purpose-led organisation? Whatever It Takes Trust (WIT) is seeking an Executive Assistant (EA) to provide high-level executive, administrative, and coordination support to our CEO and Executive Team. This is an opportunity to play a pivotal role behind the scenes—enabling leadership focus, strengthening organisational effectiveness, and contributing to better outcomes for our community.

About Whatever It Takes Trust (WIT)

Based in Napier, WIT is a charitable trust dedicated to supporting and empowering people with mental health and addiction challenges in our community to live their best lives.

Our Mission: “Walking with Whānau to Wellness” – Hikoi i te whānau ki te Hauora.

Our Purpose: Supporting whānau navigating mental health and addictions. We empower whānau resilience to live independently within their community.

Our Values: Manaakitanga, Rangatiratanga, Whanaungatanga, Courage, Aroha.

Guided by integrity, compassion, and innovation, we deliver inclusive, people-centred support that fosters resilience and well-being. Every day, we work alongside individuals and whānau to make a meaningful difference in our community.

Why This Role?

As our **Executive Assistant**, you will be at the heart of WIT’s leadership operations—ensuring the CEO and Executive Team are equipped, prepared, and supported to lead effectively. You’ll manage complex schedules, coordinate Board and governance processes, prepare documentation and reporting, support communication and engagement, and ensure information flows seamlessly across the organisation.

This role is perfect for someone who thrives in a dynamic environment, enjoys variety, and takes pride in creating order, clarity, and calm. You’ll contribute directly to WIT’s mission by enabling our leaders to focus on strategy, impact, and service excellence.

What You’ll Do

- Provide high-level executive support to the CEO and Executive Team.
- Manage complex calendars, travel, meetings, and logistics.
- Prepare agendas, documentation, minutes, and follow-up actions for Board, governance, and leadership meetings.
- Act as the primary point of contact for internal and external stakeholders.
- Coordinate information flow, ensuring timely communication and alignment across portfolios.
- Maintain accurate records, confidential files, and organisational documentation.
- Assist with project coordination, reporting, and organisational initiatives.

- Uphold WIT's values through professional conduct, communications, and relationship management.

About You

You are a trusted, detail-driven, and highly organised professional with:

- 5+ years' experience in senior administration or executive support roles.
- Excellent written communication, document preparation, and minute-taking skills.
- Strong judgement, confidentiality, and relationship-building capability.
- Ability to anticipate needs, solve problems, and stay calm under pressure.
- Experience coordinating governance or Board processes (advantageous).
- Proficiency with MS Office, scheduling platforms, and digital collaboration tools.
- Authentic alignment with WIT's values of integrity, compassion, and innovation.

Why Join WIT?

You'll join a passionate, supportive, and values-driven organisation where your work truly matters. This is a chance to contribute to meaningful community impact while supporting leaders who are deeply committed to empowering whānau and strengthening well-being in our region.

Ready to lead with purpose behind the scenes?

Please send your CV and a cover letter outlining your alignment with WIT's Mission, Purpose and Values and your suitability for the role.

Please apply via Seek.