# California Department of Education Jobs — Education Program Assistant — Honolulu, HI, USA

### Description

Exploring **California Department of Education** careers in **Honolulu, HI, USA** can begin with understanding what an **Education Program Assistant** does day to day. People in similar roles spend time organizing education program files and coordinating school-related correspondence, making careful documentation essential. Attention to detail, education administration, and records are valuable foundations for this career path.

### Responsibilities

- Organize education program files.
- Coordinate school-related correspondence.
- Prepare and organize program files, reference materials, or meeting information.
- Follow up on requests and keep notes suitable for team handover.

### Qualifications

- Clear written English and confidence organizing information from several sources.
- Reliable scheduling, document formatting, and stakeholder communication.
- Practical familiarity with education administration and records.

### Experience

Experience organizing information, using digital tools, or working in education & public administration is a useful foundation.

### Skills

Education administration, records, Education Program Assistant, Program coordination, clear writing, office systems

### Organization Website

Explore California Department of Education career and organization information.

**Hiring organization**
California Department of Education

**Employment Type**

**Industry**
Education & Public Administration

**Job Location**
Honolulu, HI, United States

**Date posted**
November 9, 2026

**Valid through**
2026-11-30