

#21-03 Administrative Coordinator
FATS COUN, Full Time, Oahu

The Administrative Coordinator coordinates the administrative support functions for a Program/Department including supervision of assigned staff within that Program/Department. Duties may also include, but are not limited to, formulating and implementing administrative policies and procedures, project management, managing direct service initiatives, recommending improvement strategies to support efficiencies and effectiveness, tracking and analyzing data, etc. The Administrative Coordinator must demonstrate an active commitment to Catholic Charities Mission and strive to incorporate the four Core Values in all aspects of daily work.

EDUCATIONAL & WORK REQUIREMENTS: High School Diploma or equivalent supplemented with training in business subjects or related field. Two (2) years administrative or related experience.

EMPLOYMENT CLEARANCE REQUIREMENTS: TB Clearance, CAN Clearance, HI State Criminal Check, National Sex Offender Registry Clearance, Employment History, Driver's License, No-Fault Insurance Card, Access to Insured Vehicle, Education Verification, Employee ID badge

DEADLINE TO APPLY: January 29, 2021