

#21-133 Program Support Assistant
CSS LMPSC, Part Time, Oahu

The Program Support Assistant provides the overall clerical assistance, record keeping, reporting, file maintenance, reception duties, and mail distribution for the Lanakila Multi-Purpose Senior Center and the Transportation department. The Program Support Assistant must demonstrate an active commitment to Catholic Charities Hawaii's mission and strive to incorporate the organization's four core values in all aspects of daily work.

EDUCATIONAL & WORK REQUIREMENTS: High school diploma or equivalent with additional courses or specialized training at business or community college; a minimum of one year of job-related experience.

EMPLOYMENT CLEARANCE REQUIREMENTS: HI State Criminal Check, Driver's License, No-Fault Insurance Card, Access to Insured Vehicle, Education Verification.

DEADLINE TO APPLY: November 30, 2021