

**#22-81 Quality / Risk Coordinator**  
***FATS COUN, Full Time, Oahu***

The Quality/Risk Coordinator assists with various administrative and management duties in assigned department/program. Duties may include, but are not limited to, administrative assistance, assisting in the formulation and implementation of management policies and procedures, project/contract management, recommending improvement strategies to support efficiencies and effectiveness, tracking and analyzing data, etc. The Quality/Risk 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:** Bachelor's degree in business administration or related field and two (2) years of related experience. Bachelor's Degree may be substituted with four (4) additional years related experience. Administrative Assistant work experience a plus.

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

**DEADLINE TO APPLY: December 15, 2022**