#23-23 Data Specialist
ADMIN / IT, Full Time, Oahu

The Data Specialist is responsible for providing technical support services to Catholic Charities Hawai'i (CCH) programs that utilize client management system(s). This includes the initial requirements gathering to adopt new client management system, deployment, creation of reporting / program output, and ongoing support. The Data Specialist 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: Associates degree and two (2) years IT experience (report building, CMS management, etc.) A high school diploma plus five (5) years IT experience may be substituted for an Associate's degree. Minimum two (2) years of experience with the Smartsheet platform.

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

DEADLINE TO APPLY: March 31, 2023