

#25-58 Legal Services Specialist (Immigration) ***CSS / GIS, Full Time, Oahu***

The Legal Services Specialist position provides assistance to recently arrived immigrants and refugees by providing them access to legal services for immigration matters. The Immigration Legal Specialist is involved with client intake, case management, documentation preparation, client scheduling, and legal research. The Legal Assistant must demonstrate an active commitment to Catholic Charities Hawaii's Mission and strive to incorporate the four Core Values in all aspects of daily work.

EDUCATIONAL & WORK REQUIREMENTS: Required, high school diploma or five years of relevant work experience. A minimum of two years of college or two years professional training as a paralegal may be substituted for two years of relevant work experience. Desired, interest in immigration law, 4-year degree in a related field such as international studies, pre-law, or journalism, 2 years' experience in non-profit environment.

EMPLOYMENT CLEARANCE REQUIREMENTS: HI State Criminal Check, Driver's License, Access to Vehicle with Current Valid Registration, Safety Check, and No-Fault Insurance, Education Verification

COMPENSATION: \$20.23 – \$22.73

DEADLINE TO APPLY: June 11, 2025

*Catholic Charities is an Equal Employment Opportunity Employer
For more information about this and other positions, check out our website at
<https://www.catholiccharitieshawaii.org/careers/>*