

## **#25-59 Program Coordinator** ***CSS / GIS, Full Time, Oahu***

This is a contract-funded position. The Program Coordinator is responsible for the day to day programmatic and operational administration of the program assigned to. The Program Coordinator must demonstrate an active commitment to Catholic Charities Mission and strive to incorporate the Core Values in all aspects of daily work.

**EDUCATIONAL & WORK REQUIREMENTS:** Must have a 4-year Bachelor's degree from an accredited university and a minimum of three (3) years experience working in a cross-cultural setting, preferably with some experience working with targeted client population. Must be willing to train to become an Accredited Representative by the Department of Justice with the intent to acquire accreditation within one (1) year. Training to include, but not limited to: 1) Successful completion of the Comprehensive Overview to Immigration Law course or equivalent course; 2) Naturalization Workshops; 3) direct client services related to citizenship, public charge, waivers, asylum, adjustment of status, family reunification, and replacement of documents.

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

**COMPENSATION:** \$59,990.99 – \$68,653.52

**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/>*