

## **#26-21 Legal Services Specialist** ***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 Legal Services Specialist is involved with client intake, case management, documentation preparation, client scheduling, and legal research. The Legal Services Specialist 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:** A high school diploma and five (5) years of relevant work experience. May also consider an Associate's degree and two (2) years of relevant work experience. Desired qualifications include experience in immigration and working in a non-profit environment. Must be fluent in Spanish and English.

**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:** \$20.74 - \$23.31

**DEADLINE TO APPLY: March 13, 2026**

*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/7>*