

#26-26 Data Specialist II ***ADMIN/QD, Full Time, Oahu***

The Data Specialist II is responsible for providing technical support services to Catholic Charities Hawai'i (CCH) Quality Department. Duties may include, but are not limited to, project management, recommending improvement strategies to support efficiencies and effectiveness, tracking and analyzing data. This includes the initial requirements gathering to adopt new client management system, deployment, creation of reporting/program output, and ongoing support. The Data Specialist II 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, social services or related field and two (2) years IT experience (report building, CMS management, etc.) An Associate's degree (4) years IT experience may be substituted for a Bachelor's degree. Minimum one (1) years of experience with a Client Management System.

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

COMPENSATION: \$45,300.81 - \$52,757.13

DEADLINE TO APPLY: March 31, 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>