#26-92 Talent Specialist
ADMIN/TR, Full Time, Oahu

The Talent Specialist provides excellent customer service for prospective employees throughout the recruitment process. Develops long-term recruiting strategies and nurture trusting relationships with potential hires. The Talent Specialist manages sourcing candidates through various channels, planning interview and selection procedures and participating in career events. This position also participates in project management and various other Human Resources projects as assigned. The Talent 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: Bachelors degree in Human Resources Management (HRM) or related field with one (1) year HR experience in two of the three assigned functional areas and a proven successful record of increasing responsibilities.

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

COMPENSATION: $54,622.38 - $62,512.95

DEADLINE TO APPLY: December 15, 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/