



CATHOLIC CHARITIES  
HAWAII

## **YOUTH COUNSELOR (Waianae)**

FT to perform specialized activities involving homeless children, teachers, administrators, etc. Activities incl. counseling, student appraisals, prog. eval. & planning. **REQ:** Master's in education or counseling, 2 yrs. counseling exp., knowledge of principles, practice & techniques of testing & assessing needs of individuals.

## **ADMINISTRATIVE ASSISTANT (Honolulu)**

FT to assist housing programs w/ multiple rpt, contracts, and admin. support, assists with client referrals/intake, mgmt. of gen. office functions. **REQ:** 2 yrs. college or 2 yrs trg. in bus. subjects at a bus. school or com. college, 3 years of rel. wk. exp, excellent computer skills, incl. spreadsheets and data analysis.

**Deadline to Apply: 11/20/09**

For minimum qualifications, duties & benefits, visit  
[www.CatholicCharitiesHawaii.org](http://www.CatholicCharitiesHawaii.org)

Send cover letter & resume to:

**CCH - HUMAN RESOURCES**

Clarence T. C. Ching Campus

1822 Ke'eaumoku St • Honolulu, HI 96822

Email: [Resumes@catholiccharitieshawaii.org](mailto:Resumes@catholiccharitieshawaii.org)

EOE

