

**ASSISTANT COORDINATOR**  
**MISSING CHILD CENTER-HAWAII**  
Exempt from civil service, temporary, full-time  
Hawaii State Government Benefits

**Description:** Provide assistance to the Missing Child Center-Hawaii Coordinator. Respond to telephone calls from parents of missing children, law enforcement agencies, and the public. Assist in the establishment and delivery of programs to promote community awareness of the problem of missing children.

**Requirements:** Bachelor's degree from an accredited university or college. High school diploma and four years paid experience in using database and desktop publishing software; research, analysis, and report writing; fundraising; and investigation may be substituted for the bachelor's degree. Valid State of Hawaii driver's license, Type 3.

**Experience and Knowledge:** Two years of experience which demonstrates: 1) interpersonal and communication skills dealing with a variety of audiences, 2) general familiarity with Hawaii state or county government functions (law enforcement and courts) and procedures, 3) coordination of activities among groups, 4) organizing and prioritizing tasks, 5) training or experience in generating private-source contributions, 6) analyzing problems and proposing solutions, and 7) preparing detailed reports. Computer competency, good analytical, writing, organization skills required. Knowledge of the criminal justice system. Familiarity of law enforcement investigative procedures and Hawaii family law preferred.

**Salary range:** \$38,000 annually, pending qualifications of applicant.

**To apply:** Send cover letter, resumé, and completed Application for Exempt Employment (download Application from <http://ag.hawaii.gov/employment/>), postmarked no later than June 21, 2013 to:

**Department of the Attorney General**  
**Crime Prevention and Justice Assistance Division**  
**235 South Beretania Street, Suite 401**  
**Honolulu, Hawaii 96813**

(No phone calls, please)  
An Equal Opportunity Employer