
To Establish a List of Eligible Applicants
Announcement Number: 25-25

Announcement Open: August 22, 2025
CLOSING: Until it is filled

Position Title	Program
Program Coordinator	Enkatgao

Who can apply: PUBLIC and CSS STAFF

REQUIRED QULAIFICATIONS:

- Degree in Psychology, Sociology or other related filed of studies in human services.
- Prior experience with non-profit or social services agencies.

MINIMUM KNOWLEDGE, SKILLS AND ABILITIES:

- Strong sense of commitment to CSS's mission and vision
- General office and management skills including computer skills, people skills, planning And organizing
- Must hold a valid Guam driver's license.

DRUG SCREENING:

Applicants selected for and offered employment with Catholic Social Service shall undergo and pass a mandatory drug test before being employed. This drug test is at your expense. Failure to submit or pass drug test shall be grounds for rescinding the offer.

Character of the Job:

Employee in this position will have the responsibility of managing, coordinating, and overseeing different programs and projects. Employee must have strong organizational skills/abilities, excellent communication skills, attention to detail, problem-solving capabilities, and the ability to multitask effectively. Employee will oversee development and implementation of the program's policies and procedures. They will also ensure programs activities align with CSS mission. Employee reports to the Deputy Director or the Executive Director.



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E-mail Address: css@guam.net

REQUIRED DOCUMENTS:

To validate credentials, you may claim (e.g. High School Diploma, /College Transcript), an original or certified copy of the document(s) must accompany each employment application you are applying for with your legal signature. Applicants shall be responsible to provide all required documents for each employment application submitted and failure to provide proof may result in disqualification. For more information, please contact Ms. Linda Del Rosario, Personnel Officer at 671-635-1412.

 8/22/25
f DIANA B. CALVO
Executive Director

Catholic Social Services does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, gender identity, marital status, disability and genetic information, age, membership in an employee organization, or other non-merit factor.