

St. Francis Community Services

Administrative Assistant, Pathways to Progress

Practicing the teachings, compassion and love of Jesus Christ, St. Francis Community Services serves individuals and families in need, through community-based, culturally sensitive programs, helping people to recognize their strengths, overcome obstacles and achieve a better tomorrow.

The Administrative Assistant is responsible for providing hands-on support to the Pathways to Progress staff and ensuring efficient operation of the Pathways office. Duties include answering telephone requests for information about services and retrieving messages; conducting initial phone screenings of potential program participants; preparing mailings; assisting with workshop logistics; and organizing and managing client files.

Qualifications:

Demonstrable passion for the mission of Catholic Charities of St. Louis and St. Francis Community Services; At least one year proven work experience required, preferably as a receptionist, administrative assistant, or in a similar role. Associates Degree preferred. Excellent organizational skills, multi-tasking abilities, and problem-solving skills are a must for this role in order to handle competing priorities while maintaining attention to detail. Proficiency in Microsoft Office suite (Outlook, Word, Excel, PowerPoint); excellent oral and written communication skills.

Demonstrated commitment to working with low-income individuals/families struggling with social and economic challenges is idea, and experience desirable.

To Apply, send cover letter and resume with salary requirements to Les Lexow, Senior Director Human Resources at llexow@ccstl.org.

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