

## St. Francis Community Services

### Executive Assistant

As a member of the Federation of Catholic Charities of St. Louis, and Practicing the teachings, compassion, and love of Jesus Christ, St. Francis Community Services walks with our vulnerable neighbors to create opportunities, to build resiliency, and to advocate for justice.

#### Responsibilities:

Provide administrative support to the Executive Director by managing key operational processes, with concentration on fund development and mission advancement. This includes preparing/distributing materials for meetings; taking minutes; scheduling; entering data; preparing correspondence; maintaining files/records; communicating with board/staff; assisting with special events; and monitoring office/site workflow.

#### Qualifications:

Demonstrable passion for the mission of Catholic Charities of St. Louis and St. Francis Community Services; Associates or Bachelor's Degree preferred; along with 2+ year's experience in an administrative assistant role to an executive is highly preferred; proficiency in Microsoft Office suite (Outlook, Word, Excel, PowerPoint); excellent interpersonal and communication skills and organizational skills; willingness to work hard alongside a small administrative team; commitment to meeting deadlines and goals; and a passion for serving low-income people in a multicultural work environment.

**To Apply, send cover letter and resume with salary requirements to Les Lexow, Senior Director Human Resources at [llexow@ccstl.org](mailto:llexow@ccstl.org).**

**EOE**