

St. Francis Community Services

Program 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 Program Assistant is responsible for providing hands-on support for the Pathways to Progress staff and program so the office can operate as efficiently as possible. Duties will include answering telephone requests for information and services; completing initial phone screenings of potential program participants; preparing mailings; assisting with workshop logistics; and organizing and managing client files.

As the initial contact most people will have with Pathways to Progress, it is imperative that this person has a friendly and professional demeanor, while being perceptive of the situation and able to maintain confidentiality.

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 ideal, and experience desirable.

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

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