

**Administrative Assistant - Milwaukee
The Province of St. Joseph of the Capuchin Order**

Inspired by the gospel of Jesus and the example of Francis of Assisi, the Capuchin friars of the Province of St. Joseph, together with our partners in ministry, prayerfully build sister-brotherhood in the world. We attend simply and directly to the spiritual and other basic human needs, especially those of the poor and disenfranchised, promoting justice for all.

The Province of St. Joseph of the Capuchin Order is currently seeking an Administrative Assistant who will assist the Ministry and Administrative Director of Capuchin Community Services (CCS) in the coordination and administration of tasks and events for CCS.

Essential Duties include:

- Demonstrate, exemplify and support the Capuchin Charism and Provincial Mission, Vision and Values throughout all professional responsibilities and activities
- Perform general office duties, such as ordering supplies, maintaining records and basic bookkeeping
- Performs non-routine secretarial and administrative duties of a sensitive and confidential nature
- Responds to routine external correspondence
- Organize and prioritize incoming mail and phone calls
- Open and promptly respond to mail delivered to CCS
- Perform basic data entry for CCS
- Perform data entry for CCS Development Office using Raiser's Edge software
- Answer phone calls and direct calls / deliver messages to Director as needed
- Maintain scheduling and events calendars in collaboration with CCS sites
- Responsible for various financial tasks; gathering and counting collections, ensuring bills are sent to be paid with Provincial Office, evaluating costs and researching alternative options, assist in budget review and preparation

Qualifications: The desired education and experience level for this position are a minimum of an Associates Degree with 2 years of related experience, or 5 years of Administrative Experience. Proficiency in computers and familiarity with MS Excel, Word and Powerpoint. Experience with Raiser's Edge preferred, though not required.

The review of resumes will begin immediately.

Please send letter of interest and resume to: employment@thecapuchins.org Please include Administrative Assistant - CCS in the subject line.

Or mail to: Attention: Human Resources
Administrative Assistant - CCS
The Province of St. Joseph of the Capuchin Order
1820 Mt. Elliott Street
Detroit, MI 48207