

Administrative Assistant – Full Time
The Province of St. Joseph of the Capuchin Order
Capuchin Community Services – St. Ben’s Meal Site

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 Administrative Assistant, supports the Assistant Directors, coordinates activities within the site’s programs, and connects guests with resources. This position also carries out the day to day office tasks of the ministry

Essential Duties include:

- Demonstrate, exemplify and support the Capuchin Charism and Provincial Mission, Vision and Values throughout all professional responsibilities and activities
- Welcome guests, volunteers and donors and ensures they are directed appropriately
- Answer guest questions and guide as appropriate
- Create correspondence on behalf of the leadership Team at CCS
- Distribute hygiene bags and maintain distribution records
- Verify guest information and determine eligibility for services
- Screen incoming calls and correspondence and direct appropriately
- Assist in collecting demographic information, for recurring reports
- Assist in maintaining calendars including, appointments for services and tours, events, pick-ups/deliveries and outside groups
- Create fliers and other collateral material to promote ministry activities and announce schedule changes
- Available to assist in all ministry services, programs and activities
- Maintain office and program supplies
- Comply with Province and ministry policies, procedures, guidelines and standards

Qualifications: High School Diploma or equivalent, 2 years of experience in Administrative Assistant capacity or Associates degree; effective Microsoft Office, communication, problem solving, interpersonal and organizational skills; ability to be welcoming and professional, travel locally, maintain confidentiality, lift and move up to 20 pounds

Interested candidates can apply in any of the follow ways:

1. Pick up an application at the St. Bens Meal site.

Submit letter of interest and resume to:

2. employment@thecapuchins.org Include Administrative Assistant in the subject line.
3. Attention: Human Resources
Administrative Assistant – St. Ben’s
The Province of St. Joseph of the Capuchin Order
4390 Conner
Detroit, Michigan 48215