

Administrative Assistant
The Province of St. Joseph of the Capuchin Order – Capuchin Soup Kitchen

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 at the House of Peace, in support of the Assistant Director, creates welcome, coordinates activities within the site's ministries, and connects guests with the resources of the HOP

Responsibilities:

- Demonstrate, exemplify and support the mission, vision and values of The Province of St. Joseph of the Capuchin Order and its Capuchin Community Services ministry
- Welcome guests, volunteers, collaborators and ensure they are accounted for and being responded to
- Answer guest questions and guide as appropriate
- Draft thank-you letters to donors and volunteers
- Maintain waiting list for larger items, tracking availability and distribution
- Hand out hygiene bags, baby sanctuary items as needed keeping track of number distributed
- Screen guests needing direct help for eligibility, verifying information as required
- Screen incoming calls and correspondence and respond independently when possible
- Assist the Site Manager in collecting, tracking, and reporting the number of people served by HOP ministries
- Assist the Site Manager in maintaining the site calendars – appointments; events; deliveries and pick-ups; outside groups using HOP; sign-ups for HOP drives
- Create fliers and other collateral to promote site activities and announce schedule changes
- Maintain office supplies
- Comply with Province and ministry policies, procedures, guidelines, and standards

Qualifications: High School Diploma or equivalent, 2 yrs. experience or Associate Degree. Ability to work independently and as part of a team, Detail oriented, Professional demeanor and appearance, Effective time management, problem solving, interpersonal, organizational, presentation and verbal and written communication skills Computer Skills: Microsoft Word, Outlook, Excel

Interested candidates can apply in any of the follow 3 ways:

1. Pick up an application at the Meldrum Soup Kitchen site OR
Submit letter of interest and resume to:
2. employment@thecapuchins.org Include Chaplain Assistant in the subject line.
(Or)
3. Attention: Human Resources
Re: Chaplain Assistant
The Province of St. Joseph of the Capuchin Order
1820 Mt. Elliott Street
Detroit, Michigan 48207