

Administrative Assistant – Part Time/Contingent
The Province of St. Joseph of the Capuchin Order – Capuchin Retreat Center

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 is responsible for supporting the administrative functions in the development, planning and organizing of retreats and special events scheduled at the retreat center. This position may also serve as receptionist for the retreat center.

Responsibilities:

- Demonstrate, exemplify and support the Capuchin Charism and Provincial Mission, Vision and Values throughout all professional responsibilities and activities
- Assists Administrator and Ministry Director in carrying out tasks associated with the production of brochure, newsletters and advertising describing the retreat center's schedule of retreats and events.
- Assists in mailings, registration, and related tasks and activities with Retreat Captains
- Update website and calendar
- Cover front desk, answer telephone calls and requests for information regarding retreats from internal and external sources
- Maintain inventory of office supplies and gift shop items
- Assist with volunteer schedule and orientation
- Provides secretarial support to members of the Leadership Team.
- Works in conjunction with other employees to ensure the retreat center facility is prepared for all retreatants
- Prepare bank deposits and other accounting tasks
- Available for ministry activities and events
- Complies with Province and ministry policies, procedures, guidelines and standards.

Qualifications: Associates Degree or combination of experience and education, one-year experience in office environment. Ability to: travel locally, lift and move up to 20 pounds repeatedly, maintain confidentiality. Knowledge of basic accounting, editing and website administration.

Review of resumes and applications will begin immediately.

To apply:

Submit letter of interest and resume to:

employment@thecapuchins.org Include Administrative Assistant in the subject line

(Or) Attention: Human Resources
Re: Administrative Assistant
Conner Soup Kitchen
4390 Conner,
Detroit, MI 48215