

**Administrative Assistant – St. Francis and St. Benedict the Moor Parishes
Milwaukee, Wisconsin
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 administrative assistant will provide confidential administrative, financial and secretarial support to the staff of both St. Francis and St. Benedict the Moor Parishes.

Responsibilities:

- Demonstrate, exemplify and support the Capuchin Charism and Provincial Mission, Vision and Values throughout all professional responsibilities and activities
- Coordinates and schedule parish calendar of events and use of the facilities including the gym and Parish Center dining hall
- Order necessary supplies for the facility
- Assist parishioners and public with questions and scheduling of services
- Monitor and update the parish website
- With assistance, prepares and monitors Annual Budget
- Prepare for and attend parish committee meetings
- Responsible for accounts receivable and payable to maintain parish finances
- Prepare and maintain Parish documents and schedules such as weekly bulletin, Order of Worship, parish calendar
- Prepare periodic reports to Archdiocese
- Update and maintain all Parish files
- Schedule and coordinate liturgical ministries, e.g. priest schedules, musicians
- Assist with providing logistical coordination for major parish events
- Perform secretarial, finance and administrative duties that may be of a sensitive and confidential nature.
- Comply with Province and ministry policies, procedures, guidelines and standards.

Qualifications: High School Diploma or equivalent, 2 years' experience as administrative support in a religious environment, knowledge of Catholic parish operations, procedures, traditions, structures and offices, Effective Microsoft Office skills, effective use of accounting software, ability to travel locally

Review of resumes and applications will begin immediately.

Interested candidates can apply by:

1. Submit letter of interest and resume to:

employment@thecapuchins.org Include Administrative Assistant

(Or)

2. Attention: Human Resources
Re: Administrative Assistant
Conner Soup Kitchen
4390 Conner
Detroit, MI 48215