

**Programs Assistant – Capuchin Community Services  
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 Programs Assistant is responsible for assisting in the daily operations of both the House of Peace and St. Ben's Community Meal Site. This position will also work to maintain a safe and hospitable environment for guests, volunteers and employees.

**Responsibilities:**

- Demonstrate, exemplify and support the Capuchin Charism and Provincial Mission, Vision and Values throughout all professional responsibilities and activities
- Ensure guests are greeted with hospitality and guided to appropriate services
- Identify safety and security issues and suggest possible solutions or alternatives communicating them to Assistant Director
- Welcome volunteers and integrate them into programs as appropriate
- Provide coverage for programs at various sites as assigned
- Drive van to pick up donations and make deliveries
- Assist in housekeeping and maintenance responsibilities
- Work at CCS as assigned to assist in various programs
- Available to assist in all ministry services, programs and activities
- Comply with Province and ministry policies, procedures, guidelines and standards

**Qualifications:** High School Diploma or equivalent, valid drivers license, knowledge of KMAX or ability to learn, ability to work a flexible schedule including weekends and holidays, ability to travel locally, drive a cargo van, lift up to 50 pounds with assistance and maintain confidentiality. Effective Microsoft Office, communication, problem solving, interpersonal and organizational skills

Employees may apply by sending a resume or internal application to [employment@thecapuchins.org](mailto:employment@thecapuchins.org) Please see Human Resources or your supervisor for an internal application.

Interested candidates can apply by:

1. Pick up application at the St. Ben's Meal Site or House of Peace
2. **Submit letter of interest and resume to:**  
[employment@thecapuchins.org](mailto:employment@thecapuchins.org) Include Programs Assistant in the subject line.  
(Or)
3. Attention: Human Resources  
Re: Programs Assistant  
Conner Soup Kitchen  
4390 Conner  
Detroit, MI 48215

**Review of resumes and applications will begin immediately.**