

**Administrative Assistant**  
**The Province of St. Joseph of the Capuchin Order – Capuchin Community Service**  
**House of Peace**

*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.

In addition to medical, dental, life and disability insurance we offer tuition reimbursement, pension and generous paid time off.

**Responsibilities:**

- 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
- Maintain waiting list and inventory of items such as furniture and items for drives
- Distribute hygiene bags and baby items 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; outside groups; HOP drives
- 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 supplies
- Comply with Province and ministry policies, procedures, guidelines and standards

**Qualifications:** High School Diploma or GED, 2 years of experience in administrative assistant capacity or Associates degree; effective Microsoft office skills, ability to work a flexible schedule, maintain confidentiality and travel locally

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

Interested candidates can apply in any of the follow ways:

1. Pick up an application at the St. Ben's Meal Site, 930 W. State St, Milwaukee, WI
2. Submit letter of interest and resume to [employment@thecapuchins.org](mailto:employment@thecapuchins.org)  
Include Administrative Assistant in the subject line.