

Hispanic Ministry Administrative Assistant: St. Francis seeks a qualified, energetic individual to perform administrative tasks under the leadership of the Hispanic Ministry Director. The right candidate will be bilingual with superior translating skills and will be experienced with basic administrative software (e.g. Excel, Word, and database management). The HM Administrative Assistant must be service oriented and possess excellent interpersonal and organizational skills. This is a full-time position with benefits. Please send a letter of interest and resume to David at dutsler@stfoafisco.org.