

# LUTHERAN SERVICES OF FLORIDA

# JOB

# OPPORTUNITIES

**POSTING PERIOD: FEBRUARY 17 – MARCH 2, 2010**

The following position is currently open. If you would like to apply for an opening listed, please submit a memo with a resume stating your qualifications. Your resume must be received within five (5) business days. Non-exempt employees must have six (6) months tenure and exempt employees must have one (1) year tenure in current position to be eligible for posting. Lutheran Services Florida is an Equal Opportunity Employer.

POSITION	PROGRAM/ DIVISION	FT/PT E/NE	EDUC./EXP. REQUIREMENTS	RESPONSIBILITIES	STARTING SALARY
<b>ADMINISTRATIVE ASSISTANT I</b>  Contact: Alexander Browne 954-568-2801  JPR 2219, PAF 22849, Pos 6293	<b>LIPPMAN YOUTH SHELTER – SOUTHEAST REGION – (Ft. Lauderdale)</b>	FT/NE	-High School diploma; college degree a plus  -Ability to type 60 words per minute  -Computer proficient  -Ability to be flexible and prioritize work  -Ability to function at a high level with minimum supervision  -Excellent public relations and communication skills  -Knowledge of basic computer programs, including MS Word 97, Excel 97, Windows 95  -Basic office skills including operation of communication system, fax machines, photo copy machines, filing, etc.	-Assist the Lippman Youth Center with the overall administrative functions of the program, including office management, fiscal and payroll data, monthly billing, internal/external communication, administrative report preparation, filing/clerical responsibilities, receptionist duties and the execution of other administrative responsibilities.  -Statistical reports, correspondence, termination summaries, court reports and other written materials for the program	<b>\$19,895</b>