

Catholic Charities Diocese of Arlington
St. Martin de Porres Senior Center

Job Title: OFFICE ASSISTANT

Benefits:

- Gain valuable work experience in administration and clerical work
- Assist in operations of award-winning senior center
- Help low-income seniors get the help they need

Responsibilities:

- Assist staff with day-to-day operations
- Provide information and referral to clients as necessary
- Maintain and develop resources file
- Assist in maintaining center documentation and records

Qualifications:

- Strong computer skills, including Internet, Windows XP, Microsoft Word and Excel.
- Ability to alphabetize and file
- Ability to operate office equipment, including fax machine and photocopier
- Personality to be a team player
- Fluent in English

Commitment:

- Minimum of two hours a week

Hours of availability:

- between the hours of 7:30 am and 3:30 pm weekdays

Location:

St. Martin de Porres Senior Center 4650 Taney Ave. Alexandria VA 22304

Contact:

**Maryanne Mundy, Volunteer Coordinator 703-751-2766
mmundy@ccda.net**

visit our website www.ccda.net