

CATHOLIC CHARITIES OF WYOMING
507 East 18th St., Cheyenne WY 82001

Administrative Assistant

Job Summary: Assist the Director in daily operations of all programs which Catholic Charities oversees; to include Adoption and Foster Care Services. General office duties, assist in scheduling appointments, receive families and guests, maintain office for efficiency and organization and any other duties as assigned.

Required Qualifications: High School diploma or equivalent. A minimum of 21 years of age and two or more years of college in a business related field or relevant work experience. This position requires strong interpersonal and excellent customer service skills, building professional working relationships with internal and external contacts.

BENEFITS: Medical/Dental/Vision Insurance, Paid time off and paid holidays, Life/Disability Insurance and Employer contributed retirement fund.

APPLICATION: Application can be downloaded at www.charitieswyoming.org . Send to Human Resource Director, PO Box 1117, Torrington, WY 82240, drop off at the office at 508 E. 18th, Cheyenne, WY or Fax #: (307) 532-4197 E.O.E. Open until filled.