

LUTHERAN SERVICES FLORIDA

JOB OPPORTUNITIES

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. Drug Free Workplace.

POSITION	PROGRAM/ DIVISION	FT/PT E/NE	EDUC./EXP. REQUIREMENTS	RESPONSIBILITIES	STARTING SALARY
LEAD PROGRAM ASSISTANT Contact: Elke Simmons Esimmons@lsfnet.org JPR 2297, PAF 24190, Pos 6300	CINS/FINS - SOUTHEAST REGION – (Lauderdale Lakes)	FT/NE	-High School Diploma -One year directly related experience is required -Typing, extensive knowledge of IBM compatible computer and Windows applications -Excellent communication, oral and written skills required -Bi-lingual is preferred (English/Spanish)	-Providing initial screening of non-res clients calling in for services -Data input, maintenance, and reporting	\$20,219