

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
<p>PROGRAM ASSISTANT III</p> <p>Contact: Jose Javier Torres jtorres@lsfnet.org</p> <p>JPR 2496 PAF 26036, Pos 5250</p>	<p>EMPLOYABILITY STATUS ASSISTANCE (ESA) – TAMPA BAY REGION</p>	<p>FT/NE</p>	<ul style="list-style-type: none"> -High School diploma or equivalency -Two years experience in clerical work -Good written and oral communication, interpersonal, and organizational skills -Good typing and computer skills preferred -Able to follow written and oral instructions -Able to work with the public from different cultures -Bilingual a plus 	<ul style="list-style-type: none"> -Responsible for providing clerical support services to all ESA Staff -Opens, date stamps, logs and distributes all ESA correspondence -Maintains ESA appointment book for paralegals and attorneys -Serves as interpreter for staff and other providers as appropriate -Files and copy program documents -Assist with client intakes 	<p>\$17,030</p>