

LUTHERAN SERVICES FLORIDA, INC.

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 PAY
ADMINISTRATIVE ASSISTANT I Contact: Jose Torres Jtorres@lsfnet.org JPR 2507, NPR 3428, Pos 5179	IMMIGRATION – Tampa Bay Region	FT/NE	-High School Diploma or GED -One to Three years experience in secretarial work in the Refugee Services field -Good written and oral communication, interpersonal and organizational skills -Good computer skills (Word, Excel and Outlook) -Must be a self starter who can work independently -Must be able to work with people from different cultures -Bilingual – Spanish and English	-Assist the Immigration Program clients with their immigration legal services -Assist the attorney, paralegals and interns as needed -Coordinate all immigration related services -Maintain the Immigration Program appointment book -Keep attorney, paralegals and interns notified with clients arrive for their appointments	\$21,362