

Assistant Neighbor Services Coordinator  
St. Vincent de Paul Society  
282 San Marco Ave.  
St. Augustine, FL 32084

**General Job Description:**

Assist the Neighbor Service office by providing excellent service to our neighbors in need, keeping with the mission of the Organization.

**Primary Duties**

- Receive and handle incoming calls and other communications
- Direct calls and inquiries to appropriate staff members
- Manage filing system
- Greet neighbors, visitors and volunteers with warm and compassionate disposition
- Maintain records of items given out to our clients and records of donations
- Aid neighbors with clothing, information and resources
- Coordinate with other agencies to help our neighbor better
- Assist with approved Outreach projects of the Conference
- Organize items donated that will be given out by Neighbor Services
- In coordination with the Neighbor Services Manager schedule intakes for requests for assistance
  - Collect supporting documentation in support of home visits and assign home visits to Vincentians
  - Confer with office staff and home visitors to determine level of assistance given the Conference parameters
  - Set up payments with vendors for rent, utilities, and water
  - Submit requests for store items, to include furniture requests

**Qualifications**

- College degree preferably in Social Work or related field or related work experience in a nonprofit organization
- Ability to understand the mission of the organization
- Excellent prioritization and time management skills
- Work with a caring, compassionate and positive attitude
- Computer proficiency in Microsoft Office
- Ability to work well with limited supervision

Attach your resume, complete the application and email to [cs@svdpsafl.org](mailto:cs@svdpsafl.org)