

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

At SVdPSA, we help neighbors who are in need of assistance, whether it be monetary (rent, utilities, medical), clothing, furniture, etc. It is vital for us to treat each person with dignity and compassion, so we require an NS Coordinator Asst. of personable disposition to join our team while adhering to our Policies and Procedures.

This is a **part-time position**.

Job Duties

- Greets neighbors and visitors to SVdP with warm and compassionate disposition
- Assists the NS Coordinator with intake processes/procedures for assisting neighbors and works directly with the neighbor, either in person or via phone, to prepare intake documents
- Enters/updates data to maintain departmental records and databases
- Aid neighbors with clothing, food, information, and resources
- Assist with approved outreach projects of the Conference

Preferred Qualifications

Two to four years of office experience

Necessary skills

- Organizational
- Analytical abilities
- Exceptional attention to detail
- Advanced computer skills, with an aptitude to learn new systems and procedures
- Computer proficiency in Microsoft Office and Excel
- Hands-on experience with office machines and equipment
- Ability to work well with limited supervision

Hourly Wage: \$14-\$15 (based on experience)