



Sisters of the Presentation  
of the Blessed Virgin Mary

*In Joyful Service*

## **Office and Community Resource Manager**

Caminando Juntos is seeking applications for a full-time Office and Community Resource Manager. This position manages the reception area in a busy office, creating a welcoming environment of hospitality for Latino clients and guests; maintains a working knowledge of Sioux Falls community resources and agencies; assists clients and/or directs clients to appropriate services; maintains files; updates social media accounts; serves on committees.

Must be fluent in Spanish and English. Applicants with 3 to 5 years of experience in an office setting and a passion for helping others are required. Persons with a High School Diploma or some University training will be considered. The position requires strong skills in Microsoft Office.

Please contact Matthew at [caminandojuntos311@gmail.com](mailto:caminandojuntos311@gmail.com) for more information.