



Sisters of the Presentation  
of the Blessed Virgin Mary

*In Joyful Service*

## **Reception and Clerical Support Services**

Caminando Juntos is seeking applications for a Reception and Clerical Support Services position. This position offers a welcoming environment by greeting clients and answering phone calls; assesses client needs; assists clients in completing forms and making appointments; maintains files and records; coordinates information sharing among staff members; serves on committees.

Must be fluent in Spanish and English. Applicants with 1 to 2 years of experience in an office setting and a passion for helping others is 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.