**Administrative Assistant – Volunteer Services**

Full-time: 1.0 FTE

Hours: 40 hours per week

Day shift

***To formally apply for this position, applicants must apply online at:******www.seasonshospice.org******or apply in person at: 1696 Greenview Drive SW – Rochester, MN 55902.***

**Description:**

Seasons Hospice is a community based, non-profit organization in Rochester, MN. We provide specialized care to people living with terminal illness while giving support to their loved ones. We have been caring for residents of southeastern Minnesota for over 20 years with our home hospice services and residential hospice facility.

We are seeking an Administrative Assistant to fill this position. The requirements are listed below.

This position will perform administrative support functions for the Director of Volunteer Services. Support duties include, but are not limited to: composition and typing of general correspondence, record keeping, photocopying, faxing, volunteer mailings, packets and handouts, filing, and all other general office duties.

High school graduate or equivalent, required. Successful completion of a one- or two-year degree/diploma in an administrative assistant/secretarial field or a minimum of two years’ experience in a secretarial/administrative assistant role.

We seek employees that have an interest in or experience with providing end of life care, are technically skilled, possess superior interpersonal skills and have a desire to contribute to our culture of caring. Our staff provides individualized, comprehensive and compassionate care, education and support for the dying, their loved ones and others who have experienced loss.

Seasons Hospice is committed to creating a positive work environment where employees are valued and feel they can contribute fully to the success of our organization. We offer competitive salaries, flexibility and a comprehensive benefit program for eligible positions.

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**Position #:** 760

*Seasons Hospice is an Equal Opportunity Employer*

Job Type: Full-time