**Administrative Assistant - Development and Communications and Administration**

Location: Rochester, MN

Full-time: 32 hours per week – 0.8 FTE

(Day shift)

**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 nearly 20 years with our home hospice services and residential hospice facility.

This position provides administrative expertise, exercising initiative and proficient organizational skills, to perform a wide variety of administrative duties in support of senior leadership. This position will anticipate and carry out independent actions necessary to provide competent and professional administrative support to meet the needs of patients, family members, family support systems, co-workers, vendors and others.

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.

**To view a complete job description, please visit the *Join our Team* page on our website at** [**www.seasonshospice.org**](http://www.seasonshospice.org)**.**

**Position #:** 530

*Seasons Hospice is an Equal Opportunity Employer*

Job Type: Full-time