

**JOB POSTING**

**Full-time Administrative Assistant Position**

February 15, 2010

**Administrative Assistant:** provide multiple administrative support services to staff. Duties include general clerical, data entry, receptionist and project based work.

**Hours:** weekdays 8 a.m.-5:00 p.m., occasional weekend/holiday.

• **Requirements**

1. Ability to work with a diverse population in a “drop-in” shelter setting.
2. Ability to work effectively with a team of professionals.
3. Excellent organizational skills.
4. Excellent time management skills; ability to effectively work independently.
5. Strong problem solving and critical thinking skills.
6. Demonstrated ability to communicate professionally both in verbal and written form, strong listening skills.
7. Strong typing and data entry skills with attention to detail.
8. Knowledge of telephone protocol.
9. Flexibility, patience and a passion to serve the under-served.

• **Preferences**

1. Experience with and knowledge of Microsoft Office including Word, Excel and Outlook.
2. Excellent organizational skills and the ability to excel at detail-oriented work, multi-tasking and working under pressure.
3. Experience with database management, particularly E-tapestry.
4. Experience with web-based applications, social media, Adobe Creative Suite or desktop publishing a plus.

**Specific requirements:** This job has some special requirements including mandatory drug screening.

**Compensation: \$9-12 per hour depending on experience**

**To apply:** Please submit written letter of interest and resumé to 440 N. Church Street, Kalamazoo, MI 49007 or email [assistant@ministrywithcommunity.org](mailto:assistant@ministrywithcommunity.org)

**Deadline:** until filled

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