**JOB POSTING**

**Full-time Administrative Assistant Position**

Administrative Assistant: Ministry with Community, Inc. (“MwC”) is a daytime shelter and resource center that serves people experiencing poverty, homelessness and mental illness. We are seeking an energetic, articulate, and compassionate person to join our team to 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**

* Desire to serve a diverse population in a “drop-in” shelter setting with flexibility, patience and passion
* Ability to work effectively with a team of professionals
* Excellent organizational and time management skills; ability to effectively work independently.
* Demonstrated ability to communicate professionally both in verbal and written form, strong listening, problem solving and critical thinking skills
* Strong typing and data entry skills with attention to detail
* Experience with and knowledge of Microsoft Office including Word, Excel and Outlook
* Excellent organizational skills and the ability to excel at detail-oriented work, multi-tasking and working under pressure.
* Must have own reliable vehicle (mileage will be reimbursed)

**Preferences**

* Experience with database management, particularly Bloomerang
* Experience with web-based applications, Adobe Creative Suite or desktop publishing a plus

**Responsibilities**

* Ensure that office supplies are stocked or on order. Resolve issues or arrange necessary repairs of office equipment.
* Assist with database management and donor tracking.
* Maintain notes and email communications with the Board of Directors and Management Team.
* Transport paperwork to and from off-site accounting firm.
* Be available to answer questions in person or via phone or email from donors, coworkers, volunteers and those we serve.

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

**Wage:** $11.00/hour plus benefits

**To apply**: Please submit written letter of interest and resumé to Megan Stull, 500 N Edwards St, Kalamazoo, MI 49007 or email operations@ministrywithcommunity.org

**Deadline**: Until Filled

An Equal Opportunity Employer

M/F/H/V