



## Part-Time Administrative Assistant

### About the Job

The Arc Community Advocates is an advocacy organization serving individuals with intellectual and developmental disabilities in Kalamazoo. We provide individual and family advocacy, trainings, and support in Kalamazoo County.

We are seeking a part-time Administrative Assistant. Compensation will range from \$14-\$16 per hour depending upon experience. Initial duties include 20 hours per week with a potential for increase as need arises.

### Job Purpose:

Provide basic office support to the Executive Director and advocacy staff.

### Duties:

- Providing administrative support to the staff team
- Answering phones and handling/distributing correspondence
- Maintaining our client and donor databases
- Assisting in coordination of schedules, meetings, travel, and conferences
- Assisting with accounting functions

### Position Qualifications:

- High school diploma plus two years of administrative experience
- Ability to be flexible and adjust to changing needs of co-workers and organization
- Excellent written and verbal communication skills with a strong attention to detail
- Ability to work in a fast-paced, changing environment and adhere to deadlines
- Valid driver's license and reliable transportation
- Proficient in all Microsoft Office Programs
- Working knowledge of QuickBooks required, proficiency highly desired
- Proficiency in InDesign preferred but not required
- Strong sense of urgency and confidentiality
- Passion for serving individuals with disabilities

Please submit your cover letter, resume, and a list of at least 3 references by September 14<sup>th</sup> to Ellen Stone at [estone@communityadvocates.org](mailto:estone@communityadvocates.org).