



*providing help, creating hope, serving all*

Administrative Offices

1819 Gull Road  
Kalamazoo MI 49048  
p: 269.381.9800  
f: 269.381.2932  
ccdok.org

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## EMPLOYMENT NOTICE

July 28, 2015

Please Post

**POSITION TITLE:** Secretary/Receptionist

**POSITION DESCRIPTION:** Perform receptionist duties for incoming calls, client appointments and visitors. Provide assistance with programs and other clerical duties as needed. Keep reception area, mail room, and kitchen area neat and orderly. Cross train with other staff on program duties as a team and provide back up as needed. Promote the mission of Catholic Charities and positive working relationships among staff.

**MINIMUM REQUIREMENT:**

- High School diploma or equivalent.
- Previous clerical and customer service experience preferred.

**HOURS:** 19 hours/week, between the hours of 8:30 a.m. and 5:00 p.m.

**SALARY:** \$9.25-\$9.50/hour

**TO APPLY:** Send cover letter and resume to:

Vicki Matunas, Administrative Assistant  
Catholic Charities Diocese of Kalamazoo  
1819 Gull Road  
Kalamazoo, MI 49048

or email

[vickimatunas@ccdok.org](mailto:vickimatunas@ccdok.org)

member



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