



## **Administrative Assistant**

Kalamazoo Community Mental Health and Substance Abuse Services is seeking an Administrative Assistant who has experience working with individuals of diverse racial, ethnic, and cultural backgrounds to provide comprehensive support to the Youth & Family department. The qualified candidate will have excellent computer skills, maintain schedules, and provide efficient administrative support such as creation and distribution of information, research, typing, data entry, and filing. The successful candidate will have experience in fundraising and event planning. They will help determine and develop appropriate and diverse approaches and fundraising campaigns to recruit financial sponsors/donors and manage special events. The successful candidate will be able to research and identify individuals, foundations and corporations that have potential to support our events. They will also prepare letters of inquiry, funding requests and other materials to solicit funds, schedule presentations and follow-up as appropriate.

Experience in developing and maintaining tracking mechanisms and maintaining department documentation and records in an orderly fashion is required. A High School diploma or GED and a minimum of three years comprehensive office experience are required. Experience in fundraising, event management and database management preferred. This position is grant funded through 9/30/19.

We offer competitive compensation and fringe benefits, including medical, vision and dental insurance; 10 paid holidays, generous Paid Time Off plan, continuing education, retirement plan and 457b plan.

Individuals of diverse racial, ethnic, and cultural backgrounds along with bilingual candidates are encouraged to apply. KCMHSAS is an equal opportunity employer that encourages diversity and inclusion among its workforce. We strive to empower people to succeed.

### **Physical Requirements / Working Conditions:**

**Physical Efforts** – Job demands include prolonged sitting and standing as appropriate. May occasionally require light lifting up to 25 pounds, stooping, kneeling, crouching, or bending as appropriate. Requires coordination of hands and/or eye/hand/foot.

**Working Conditions** – Office environment with noise from computers, copy machine, and telephones. Use of video display terminal (VDT) for periods in excess of 30 minutes at a time. Possible eyestrain from extended periods of viewing VDT. May be exposed to bloodborne



pathogens, infectious diseases, and parasites. Travel throughout the Kalamazoo area is required.

Apply online at [www.kazoocmh.org/careers](http://www.kazoocmh.org/careers)