

**EXECUTIVE ASSISTANT TO CEO  
GREATER KALAMAZOO UNITED WAY**

Seeking part-time (28 hrs/wk) **Executive Assistant to CEO** to maintain his schedule and contacts (in Outlook), prepare materials for meetings and take minutes. Must maintain confidentiality of all organizational matters. Excellent organizational skills, communication skills and commitment to continuous improvement required. Associates degree and two years' experience in office/administration required. Proficiency in Microsoft Office required.

**Cover letter specifying position and resume by May 13 to:**

[info@KalamazooUnitedWay.org](mailto:info@KalamazooUnitedWay.org) or

GKUW Positions  
Greater Kalamazoo United Way  
709 S. Westnedge  
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