



Job Title:

Administrative Assistant – Part Time Hourly Position – 18 - 20 hours/week

Company intro:

Since 1958, we've led the battle against the issues that plague so many in our neighborhoods. We provide an array of human services, regardless of faith or ability to pay, welcoming everyone with open arms and open hearts. We strive to provide help and ultimately create hope for those whom we serve.

The mission of Catholic Charities of Jackson, Lenawee, and Hillsdale Counties (CCJLHC) is the work of the Catholic Church, to share the love of Christ by performing the corporal and spiritual works of mercy.

Job position description:

As an Administrative Assistant, you will perform a wide range of clerical and administrative duties while maintaining the highest standards of professionalism, confidentiality, and customer service. You will serve as a key point of contact for clients, community members, and staff, ensuring positive interactions and efficient office operations.

We are seeking a dedicated and compassionate professional to join our team. In this role, you will provide comprehensive administrative support by coordinating communications, maintaining accurate records, scheduling meetings and appointments, and assisting with a variety of office operations. The ideal candidate possesses exceptional organizational skills, strong attention to detail, and the ability to handle sensitive information with discretion and professionalism. A commitment to excellence and a passion for supporting the organization's mission and goals are essential.

We are seeking a candidate who possesses a **high school diploma** or equivalent and has one to three years of experience working in an office environment. Experience in an outpatient behavioral health or medical setting is strongly preferred.

This position offers a starting hourly wage of **\$17.00**. You'll receive comprehensive support from day one, helping you build a strong foundation for a meaningful and impactful career.

Top benefits:

As a team member at CCJLHC, you will enjoy:

- A comprehensive benefit package, including health, dental, life insurance, 401k, and many other optional benefits
- Paid time off
- Flexible work schedule

Location:

This position is in Jackson, Michigan.

Contact/application information:

If you are interested and qualify for this position, please apply on Indeed by attaching your resume for review. Thank you for your interest and we look forward to meeting you. <http://www.catholiccharitiesjlhc.org> EOE