



MICHIGAN ROUNDTABLE FOR DIVERSITY AND INCLUSION

Job Posting

TITLE: Administrative Assistant

TIME FRAME: Start November 15, 2017

REPORTS TO: CEO/President

STATUS: Full-Time

ORGANIZATIONAL BACKGROUND:

The Michigan Roundtable for Diversity and Inclusion is 76-year-old human relations, racial and social justice organization located in Detroit bringing together citizens and a wide-range of community leaders to make sure all people are welcomed and treated fairly.

SUMMARY:

The Administrative Assistant works to ensure the efficient day-to-day operation of the office, supporting the work of the CEO and other staff.

ESSENTIAL DUTIES: Limited, see full Job Description

- Use range of Microsoft Office Suite products to manage information and reports
- Provide a range of supportive duties to the Board of Directors and a range of organizations and individuals
- Serve as the primary contact person for persons calling on the phone or visiting the office, helping create a welcoming atmosphere

KEY QUALIFICATIONS: Limited, see full Job Description

- Post-secondary education in business, computers, or office management is an asset
- Experience supporting fund development and donor relations
- Lived interest in the work of the Roundtable

Michigan Roundtable for Diversity and Inclusion is an EEOC Employer

To Apply please submit a resume and cover letter to Steve Spreitzer, President and CEO
sspreitzer@miroundtable.org.