



Part-Time Office Assistant

The Pillar Center
204 W Main Street, Benton Harbor, MI 49022

Pay Range: \$15 - \$17 per hour

About Us:

The Pillar Center provides comprehensive services and navigation in mental health, physical health, financial health, parenting, and personal development. Present Pillars empowers men and fathers to seek the tools they need to stabilize their lives so that they can be the dads of their dreams. We imagine a safe, cohesive, thriving community that nurtures families, especially children.

Job Description:

We are seeking a highly organized and proactive Part-Time Office Assistant to join our team. The ideal candidate will be responsible for providing administrative support to ensure efficient operation of the office. This role will involve performing various clerical tasks, assisting with customer inquiries, and contributing to the overall smooth functioning of our center.

Responsibilities:

1. Greet and assist visitors in a professional and friendly manner.
2. Answer and direct phone calls to the appropriate personnel.
3. Perform general clerical duties, including photocopying, scanning, and filing documents.
4. Assist in the organization of office events, meetings, and appointments.
5. Manage and maintain office supplies inventory, ensuring adequate stock levels.
6. Handle incoming and outgoing correspondence, including mail and emails.
7. Assist with basic bookkeeping tasks, such as invoice processing and data entry.
8. Collaborate with team members to support various administrative projects.
9. Maintain cleanliness and organization of the office environment.
10. Uphold confidentiality and discretion in handling sensitive information.
11. Creates various multimedia using Canva or similar software+

Requirements:

1. High school diploma or equivalent; additional qualifications in office administration or related fields are a plus.

2. Proven experience as an office assistant, administrative assistant, or similar role.
3. Excellent organizational and time management skills with the ability to prioritize tasks.
4. Proficient in Microsoft Office suite (Word, Excel, Outlook) and other relevant software applications.
5. Strong communication skills, both verbal and written.
6. Ability to work independently with minimal supervision.
7. Attention to detail and accuracy in completing tasks.
8. Professional demeanor with a positive attitude.
9. Flexibility to adapt to changing priorities and work schedules.
10. Commitment to maintaining confidentiality and handling sensitive information with discretion.

Schedule: Part-time, 30 hours per week, Monday through Friday with occasional weekends

Benefits:

- Competitive hourly rate
- Opportunity to work in a supportive and collaborative environment
- Potential for growth and development within the organization

How to Apply:

Interested candidates are invited to submit a resume and cover letter to jgunter@presentpillars.org. Please include "Part-Time Office Assistant Application" in the subject line. We thank all applicants for their interest in joining The Pillar Center; however, only those selected for an interview will be contacted.

Application Deadline: Open until filled