Michigan Alliance for Families (MAF) is seeking applicants for a new, part-time position!

**Job Title:** Administrative Assistant

**Job Location:** Remote

**Job Description:**
This is a part-time position, working 24 hours per week. The Administrative Assistant will work closely with the MAF Project Director, providing support related to daily operation and implementation of project goals and activities.

**Duties and Responsibilities:**
1. Provide support to the Project Director with administrative tasks such as organizing calendar; scheduling meetings/phone calls; email communication and follow-up.
2. Prepare and distribute correspondence with MAF staff, contracted advocates, and other partners.
3. Assist in the preparation of reports and other documents as requested by Project Director.
4. Attend MAF Leadership Team meetings (and other meetings as requested), record meeting minutes.
5. As requested, coordinate with MAF Information & Referral Team, Training Coordinator and Data Manager on administrative needs.
6. As needed, assist with coordination and planning of bi-annual Staff and Advocate Development Conference.
7. Manage MAF staff supply/equipment inventory list and other staff needs, as needed.
8. Other duties and responsibilities as determined by Project Director.

**Desired Qualifications and Requirements:**
1. Knowledge of, and experience interacting with Early Intervention and/or Special Education.
2. Prior administrative assistant experience preferred.
3. Computer skills with knowledge of Microsoft Programs and platforms such as Zoom, GoToMeeting and Microsoft Teams, reliable internet connection.
4. Excellent interpersonal, oral, and written communication skills.
5. Excellent time management skills with the ability to prioritize work.
6. Strong organizational and planning skills.
7. Associate degree or higher preferred.
8. Some travel may be required, valid driver’s license and reliable transportation.

**Salary and Benefits:**
Pay rate of $20 per hour.

Benefits include: 403B plan with employer match, available dental and vision coverage, paid personal, sick and vacation leave.

**To Apply:** Submit cover letter and resume to Kanika Littleton, Michigan Alliance for Families Project Director, at kanika@michiganallianceforfamilies.org by September 22, 2021.