507 1st Ave. N
Escanaba, MI 49829
(906) 786-7080 – Phone
(906) 789-9423 – Fax

The Menominee-Delta-Schoolcraft Community Action Agency is currently accepting applications for the following position:

Job Title: Administrative Office Assistant
Position Type: Full-time, hourly, non-exempt
Hours: 40 hours/week
Location: Escanaba, MI

Pay Range: $13.73- $15.00

Benefits: Benefits include paid time off; 403(b) retirement plan; health, dental, vision and life insurances; and access to our Employee Assistance Program.

Job Summary: The Administrative Office Assistant is responsible for answering phones and greeting, assisting and providing direction and information to Agency visitors, as well as performing various clerical support duties as assigned.

Qualifications:

1. High school diploma or equivalent required; associate degree preferred
2. Customer service experience required

How to Apply: A full job description can be found on our website (www.mdscaa.org/job-board).

Applications can be completed using the following link: https://pdf.ac/uu1ZH6HJ

A paper application can also be picked up at any of our centers and sent to MDSCAA, Attention: Human Resources, 507 1st Ave N, Escanaba, MI 49829 ***OR*** emailed to hr@mdscaa.org.

This position will remain posted until filled.

Menominee-Delta-Schoolcraft Community Action Agency provides equal employment opportunities to all employees and applicants for employment without regard to race, color, creed, ancestry, national origin, citizenship, sex or gender (including pregnancy, childbirth, and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, religion, age, disability, genetic information, height, weight, service in the military, or any other characteristic protected by applicable federal, state, or local laws and ordinances.

Job Title:	Administrative Office Assistant	**Revised:**	6/2026
Program:	Administration	**Reports To:**	Executive Assistant
Location:	Escanaba – Administrative Office	**Supervises:**	None
Classification:	Non-exempt, hourly		

POSITION OVERVIEW

The Administrative Office Assistant is responsible for answering phones and greeting, assisting and providing direction and information to Agency visitors, as well as performing various clerical support duties as assigned.

EDUCATION & EXPERIENCE

- High school diploma or equivalent; associate degree preferred
- Customer service experience required

REQUIRED SKILLS/ABILITIES

- Strong working knowledge of computers, including Microsoft Office
- Exceptional Communication and customer services skills
- Ability to multitask and work independently
- Knowledge of social media, design tools, or website management preferred
- Adhere to strict confidentiality
- Must submit to a criminal background check

DUTIES/RESPONSIBILITIES

- Answer the phone, greet visitors, direct inquiries, and route calls, messages, documents and visitors to the appropriate staff member or program; refer clients to other organizations or resources as needed
- Perform clerical support duties as assigned
- Perform data entry as requested
- Maintain the Agency's website and social media
- Open, sort and distribute Agency mail to staff/programs; review newspapers and compile articles for staff programs and media packets.
- Record all checks and cash received by the Agency
- Responsible for managing postage machines and copiers, including replenishing postage funds, tracking and reporting quarterly usage, and ordering supplies as needed.
- Maintain breakroom supplies, ordering replenishments as needed; research and order general office supplies for the Agency and programs as needed.
- Lock and unlock the building at the beginning and end of each workday
- Responsible for administrative office keys, including inventory, distribution/usage and storage
- Maintain agency directories, assist with access management for computer systems, track agency equipment, and support technology initiatives and vendor coordination when assigned.
- Assist staff with technical questions and equipment concerns (i.e.: computer and phone issues, copier malfunctions, postage machine jams, etc.)
- Assist the Executive Assistant with preparations for meetings, including setting up tablets and making packet copies

- Attend staff meetings and Agency initiatives as needed; prepare staff and Board meeting minutes as requested and/or in the absence of the Executive Assistant
- Assist with furniture assembly and office setup as needed
- Support the Director and administrative staff in fulfilling general program responsibilities when assigned by supervisor.
- Maintain confidentiality of clients, staff, Agency and program information
- Comply with the policies and procedures of Menominee-Delta-Schoolcraft Community Agency and its funding sources
- Be familiar with emergency procedures and respond professionally and appropriately during emergency situations.
- Perform other duties as assigned

WORKING CONDITIONS & PHYSICAL REQUIREMENTS

- Prolonged periods of sitting at a desk and working on a computer
- Must be able to exert up to 20 pounds of force occasionally

This job description is not designed to cover or contain a comprehensive listing of job duties or responsibilities. Duties may be changed at any time with or without notice.