



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: Senior Center Assistant

Position Type: part-time, hourly, non-exempt

Hours: 24 hours/week

Location: Escanaba, MI

Pay Range: \$13.73

Benefits: Paid time off; 403(b) retirement plan, and access to our Employee Assistance Program.

Job Summary: This position assists with clerical duties and other center activities at the Escanaba Senior Center

Qualifications:

- Working knowledge of computers, including Microsoft Office
- Strong communication and clerical skills
- Must submit to a criminal background check

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/2X1yo9>

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.