

Grandmont Rosedale Development Corporation
Position Available: Part-Time Administrative Assistant

The **Grandmont Rosedale Development Corporation** (GRDC) is a non-profit community development corporation working to preserve and improve the Grandmont and Rosedale communities of northwest Detroit through community and economic development. GRDC is currently seeking candidates for the part-time position of **Administrative Assistant**. The Administrative Assistant will be responsible for assisting the Executive Director and other executive staff with a variety of support tasks to help GRDC achieve its program goals. His/her duties include the following:

- Answering phone calls and handling routine office inquiries
- Photo copying and collating, assistance with mailings
- Updating and sorting files (electronic and paper)
- Word processing and data entry
- Office errands as needed
- Ordering supplies and managing the office inventory
- Maintaining a calendar of events for shared conference rooms
- Serving as a liaison between the organization and regular vendors
- Basic knowledge of, or willingness to learn, accounting/invoicing programs and other office management software as needed.
- Other tasks as assigned by the Executive Director

Desired Qualifications

- Minimum of three years experience in a similar role in an office setting;
- Experience with Microsoft Office software;
- Experience with community-based organizations preferred.

Applicant must be well organized, detail conscious, highly motivated and hard working. Applicant must have strong written and verbal communications skills and be able to work well with diverse people including residents, vendors, partners, funders, volunteers and office staff. Excellent computer skills are necessary. It is important that the Administrative Assistant have his/her own means of transportation and a valid driver's license.

Salary, Benefits and Schedule

This position is part-time, 25 hours per week with a hybrid schedule (both remote and in-person). The expected salary for this position is \$17 per hour. Part-time employees are eligible for paid time off.

To Apply

To be considered, please mail or email your cover letter, resume and the names of three references to:

Mike Randall, Executive Director
Grandmont Rosedale Development Corp
19800 Grand River Ave, Detroit, MI 48223
mrandall@grandmontrosedale.com

GRDC is an equal opportunity employer.