



United Community Housing Coalition (UCHC) is seeking a part-time Office Assistant

Key Responsibilities

- Answer telephone and properly route calls in a professional and businesslike manner while being friendly and using a high standard of customer service
- Register all incoming visitors and provide accurate information regarding what services will be received from UCHC.
- Assist in the maintenance (including filing) of documents and forms needed by all components and make copies of visitor documents when necessary
- Perform other duties as assigned by Supervisor

Qualifications and Requirements

- High School diploma or equivalent required
- 2-3 years of related work experience
- Must demonstrate the ability to perform work independently with attention to detail
- Must have basic computer knowledge including Microsoft Word, Excel, Outlook, and other commonly used computer programs

Specifics

Part-time. Hourly rate commensurate with experience.

Schedule: Monday-Friday and 1:00 p.m. – 5:00 p.m.

Interested candidates should send a resume, an employment application, cover letter, and three references to: Mealy@uchcdetroit.org.

About UCHC

United Community Housing Coalition (UCHC) is a nonprofit comprehensive housing assistance organization, which has provided a variety of housing-related services to Detroit's low-income residents since 1973. The organization has worked with tenants, homesteaders, homeowners, the homeless, community organizations rebuilding neighborhoods and providing affordable housing, religious, civil rights, labor and housing advocacy organization to improve, preserve and expand affordable housing opportunities for low-income Detroiters. Because of its long history and significant expertise as a comprehensive housing services provider in Michigan, the organization is frequently asked to provide advice to other organizations in communities across Southeast Michigan. All services are provided to income-eligible families and individuals free of charge.

United Community Housing Coalition provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, UCHC complies with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including but not limited to recruiting, hiring, placement, promotion, and termination. Consistent with state and federal laws, UCHC is committed to maintaining a workplace free from the abuse of drugs and alcohol.