



345 West 14<sup>th</sup> Street  
Holland, Michigan 49423  
Tx: 616.392.2368  
Fx: 616.392.2466  
[communityactionhouse.org](http://communityactionhouse.org)

Experience a multi-faceted community based career where your creative talents and ability to nurture relationships help bring local families into prosperity. Feel good about your efforts to connect resources to those in need and developing deep community engagement. Look forward to coming to work each day as an essential part of programs which touch thousands of families each year, tackling hunger, homelessness, unemployment, and empowerment.

Seeking a part-time **Receptionist** for the 14<sup>th</sup> Street office (24 hours/week – TRF schedule). Receptionists ensure that all visitors and callers are welcomed to Community Action House and appropriately referred to programs and community resources. This role also assists in registration and administration of food programs and donation drives, completing client data entry into HMIS database, act as administrative support for other staff, and assist with training volunteers. Duties also include assessing clients for services during times of high demand.

**Qualifications:**

- Associate's Degree in Administrative Assistance, Customer Service or related field is preferred
- Bilingual in Spanish and English may be required depending on program needs
- Knowledge of the greater Holland community
- Must pass a criminal background check

Compensation: \$12.50/hour

Please provide a cover letter and resume by e-mail by Friday, January 19, 2018 to Stabilization Services Supervisor Melissa Roessing at [mroessing@communityactionhouse.org](mailto:mroessing@communityactionhouse.org). Job description available upon request. Resume and cover letters will also be accepted at:

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*Community Action House offers competitive benefits and salary, and is an Equal Opportunity Employer.*