



# Southwest Michigan Planning Commission

## Southwest Michigan Planning Commission-Administrative Assistant

### Job Duties:

- The Southwest Michigan Planning Commission (SWMPC) seeks a career professional to fill the position of Administrative Assistant. You will be responsible for coordinating clerical functions and assisting professional staff. Primarily you will be under the direction of the Executive Director. You will be welcomed as a peer in a cooperative environment. Expect your skills to be utilized.
- Visit our website at [www.swmpc.org](http://www.swmpc.org) for the full Administrative Assistant job description and further information about the SWMPC.

### Experience level:

- The successful candidate requires graduation from an accredited college or university with an associates degree (or additional two years experience) in an appropriate field. We expect three or more years of clerical experience, two of which must have included organization, coordination, and performance of duties at a responsible level. You must exhibit comfort and skill with typical computer office software. Other combinations of education and experience, which could provide the necessary knowledge, skills and abilities to perform the job, will be considered.
- The applicant must be a citizen of the United States.

**Date of required response:** end of business day December 5, 2014 or until position filled

### Salary level:

- 20 hours per week
- \$21.00 per hour

### Benefits package:

- The SWMPC has excellent family healthcare coverage with Michigan-based U.S. Health and Life plus vision & dental, and a Health Savings Account. The successful candidate is eligible for fringe benefits at 50% of a full time position.

### The SWMPC is:

- A three-county regional planning organization that assists its member municipalities in southwest Michigan that also serves as MPO to two of southwestern Michigan's metropolitan areas.

### To Respond:

Send Resume and Cover Letter to

K. John Egelhaaf, AICP  
Executive Director  
Southwest Michigan Planning Commission  
376 W. Main Street, Suite 130  
Benton Harbor, MI 49022-3651

Or Email Resume and Cover Letter to:  
[egelhaafj@swmpc.org](mailto:egelhaafj@swmpc.org)

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