



POSITION ANNOUNCEMENT

Operations Assistant

The Fetzer Institute is looking for a full time operations assistant to provide hospitality support to Institute visitors and administrative assistance with Institute properties. Hospitality experience is essential, and qualified candidates will be proficient with Microsoft Office applications and comfortable with new technology.

This position requires strong communication and relational skills along with attention to detail, accuracy, demonstrated initiative, and the ability to prioritize. The ideal candidate will have a team-oriented work style emphasizing collaboration and flexibility and will exhibit an interest in and openness to the Institute's mission, vision, and values.

Regular responsibilities include preparing facilities for meetings; greeting and assisting visitors and service providers; supporting audio/visual equipment needs; coordinating meeting logistics; and various other organizational and administrative duties.

The Fetzer Institute is a nonprofit, private operating foundation located in Kalamazoo, Michigan. Our mission is helping build the spiritual foundation for a loving world. Please visit www.fetzer.org for more information.

We offer a competitive salary and benefits package, a community-oriented culture, and an excellent working environment.

We encourage applications from people representing diverse backgrounds.

Qualified candidates should send a letter of interest and résumé by Monday, May 1, to:

Human Resources
Fetzer Institute
9292 West KL Ave.
Kalamazoo, MI 49009

or e-mail the same to job517@fetzer.org (please use "job517" in the subject line). All applications will be acknowledged upon receipt.

The Fetzer Institute is an Equal Opportunity Employer.