



The Sickle Cell Disease Association of America – Michigan Chapter (SCDAAMI), offers education, assistance, and advocacy to individuals living with and families affected by sickle cell disease. SCDAAMI provides counseling, support groups, referrals for financial and medical help, and connects students and job seekers with school, college and employment assistance, in addition to raising public awareness and sending children to summer camp each year. The agency also coordinates newborn screening for babies born in Michigan and conducts on-site blood testing to diagnose sickle cell trait and disease.

We are seeking a self-motivated Courier/Office Clerk who is willing to work hard to positively impact the lives of individuals living with sickle cell disease. This non-exempt part-time generalist position supports staff in a range of capacities and is an ideal role for someone who likes variety in his/her day and prefers a flexible schedule. You should be versatile, accountable, have great verbal communication skills, and take direction well. If you possess the qualifications below and are interested in helping advance our organization's mission, vision and values, we welcome your application.

JOB SUMMARY

The Courier/Office Clerk reports to the Director of Operations & Outreach and supports staff across the organization serving as messenger, performing minor building repairs, assisting with mailing services, and providing phone coverage as necessary. He/she will be expected to work up to 20 hours per week, including occasional "on-call" duties to fill-in for the receptionist when unexpectedly out of the office. The position pays \$16/hour bi-weekly.

SPECIFIC DUTIES

Messenger:

1. Check messenger dispatch sheet daily, organize and plot schedule.
2. Deliver and pick up messages, documents, packages and other items to and from business offices and other specified locations.
3. Run errands for agency staff upon approval by Directors or CEO/Medical Director.

Mail support:

4. Assist staff with mailing services.
5. Pick up and deliver, mail, packages and other items as directed. Mail should leave the center at least once per day or as needed.
6. Ensure that mailroom and all areas used in mail preparation are kept clean, neat and organized.

Minor maintenance:

7. Perform minor building upkeep and minor repairs as needed within a timely manner. This could include painting, plastering, changing bulbs, etc.
8. Gather and empty office trash on non-housekeeping days as needed, i.e., post-event/activity clean up.
9. Clear trash from building grounds.

Phone coverage:

10. Fill-in for full-time receptionist as necessary, including routing calls and greeting and directing visitors, i.e. during uncovered breaks, sudden illness, etc.

General:

11. Other duties as assigned

KNOWLEDGE, SKILLS, AND QUALIFICATIONS

- Reliable transportation, valid driver's license, safe driving record, and proof of insurance required.
- At least three (3) years of experience in an office or comparable work environment preferred.
- Ability to lift 30-50 pounds on a continuous basis.
- Must be flexible, adaptable, and accountable.
- Must possess excellent verbal communication skills.
- Knowledge of office procedures and conduct.
- Customer-centric focus
- Ability to multi-task
- Ability to work in a team environment
- Ability to follow-through on directions and projects

EDUCATION

Minimum high school diploma or GED required.

WORKING CONDITIONS

Working conditions are normal for an office environment. The work involves considerable sitting, standing, walking, lifting, reaching, bending and driving on a daily basis. Must be able to respond, when needed by prompt appearance at a required location. Must be able to work under demanding, fast-paced conditions.

The Sickle Cell Disease Association of America – Michigan Chapter is an Equal Opportunity Employer.

TO APPLY: Please forward your resume and cover letter to HR@scdaami.org. Include Courier/Office Clerk in subject line. Deadline to apply is Friday, December 6, 2019. No phone calls please.