

Interested in joining a dynamic team 10-25 hours a week? Look no further than the JCC! We are currently hiring for a part-time Welcome Center Associate who can work flexible shifts, with afternoon/evenings and some weekends as priority for availability.

Minimum Qualifications:

Must be able to provide excellent customer service skills at all times and be comfortable in a fast-paced environment. This individual should feel comfortable welcoming our community members, answering phones, facilitate mailings and other jobs as they arise from different departments within our organization.

Must be able to maintain a positive, empathetic and professional attitude toward customers and staff. This candidate should be willing to learn our in house software systems and be comfortable using different technology on a daily basis, including Microsoft Office and Google Drive.

To apply, submit your resume and a brief letter of interest with your resume to elizabethchurnesky@jccannarbor.org.