



Safe Children, Stable Families, Supportive Communities

Position Description

Title: **Administrative Assistant** (Full-time, 40 hours per week)
Reports to: Assistant Director
Updated: October 2019

Public Children Services Association of Ohio (PCSAO) is a nonprofit, membership-driven association of Ohio's county Public Children Services Agencies that advocates for and promotes child protection program excellence and sound public policy for safe children, stable families, and supportive communities.

Responsibilities

- General office support functions:
 - Serve as frontline staff for the office by receiving and routing telephone calls; greeting office visitors; and receiving, logging, opening, and distributing mail;
 - Prepare for and wrap up internal and external meetings, including preparation of materials for meetings, setting up conference room, greeting guests, arranging for meals, cleaning up;
 - Manage PCSAO outlook calendars, conference line scheduling, and assist in scheduling meetings for staff;
 - Support Operations Manager with supply inventory, equipment inventory and maintenance, office purchases, records management, IT assistance, and other office management tasks;
 - Support Communications and Events Manager with distributions lists, training credits, conference logistics, website updates, managing registrations, social media, and developing materials and report;
 - Support all staff with clerical and administrative tasks, prioritizing directors' needs;
 - Assist with aggregation of various reporting requirements and ensure timely submission;
 - Organize and maintain office and kitchen supplies, records, and reception area;
 - Act as the second liaison with building management; and
 - Maintain clean and organized public spaces throughout office, especially kitchen, copy room, storage spaces, lobby, and conference room.

- Other functions:
 - Provide targeted support to the Ohio START program in the above areas; and
 - Serve as backup for Operations Manager and Communications and Events Manager, as needed.

Qualifications

- High school diploma required; associate's or bachelor's degree preferred;
- A minimum of one year of experience in administrative, clerical or secretarial duties, including some experience working in a professional office setting;
- Ability to work independently within the context of a team-oriented organization, be action oriented, able to act and react as necessary, and not afraid to take charge of a situation;
- Strong time management skills and ability to prioritize work;
- Strong organizational skills;
- Basic written and verbal communication skills; and
- Proficiency with Microsoft Office suite (Word and Excel especially).