



Employment Opportunity

Anticipated start date: As soon as filled.

Position:

Office Manager and Assistant to the Chief Executive Officer

- Salaried position.
- Full-time, 40 hours minimum, which includes some evening and weekends.
- Local travel may be required.

Job Description:

Under the direction of the Chief Executive Officer, the Office Manager is responsible for the following duties:

- Responsible for day-to-day administrative and office operations.
- Provide general support to ASPO visitors.
- Prepare and distribute external correspondence, including but not limited to contracts, donation acknowledgements, and letters for tax-deductible financial and in-kind donations.
- Compile monthly reports and memos.
- Assist with basic bookkeeping and financial operations of invoicing, billing and payroll.
- Responsible for developing and implementing office policies by setting up procedures and standards to guide the operation of the office.
- Monitor and maintain office supplies inventory.
- Assist in the onboarding process for new hires.
- Manage and oversee databases for participants, donors, and other stakeholders and supporters, including direct responsibility for event management and registration.
- Participate actively in the planning and execution of ASPO events.
- Assist Development Staff in tracking grant deliverables and program data, assist with grant reports, and delivering completed program evaluations.
- Attend, as well as prepare agendas and minutes for all ASPO Board of Director's meetings.
- Assist the Chief Executive Officer in setting up meetings and travel accommodations.
- Assist with special events and any other duties and responsibilities as assigned by the Chief Executive Officer.

Minimum Qualifications:

- Associates or Bachelor's Degree in related field.
- 2 years of office or assistant experience.



- Detail oriented with strong professional, interpersonal, and organizational skills.
- Highly proficient in Microsoft Office products including Outlook, Word, and Excel.
- Highly proficient in Google Drive, Docs and Spreadsheets.
- Must be able to lift, carry, and manage supplies.
- Excellent written and verbal communication skills.
- Must maintain confidentiality at all times.
- Ability to work independently and make decisions in accordance with established policies and regulations.
- Attention to detail and the ability to work in a fast-paced environment.
- Ability to work on multiple projects simultaneously, prioritize projects, and meet deadlines in a timely manner.

Additional Desirable Qualifications:

- Strong initiative and creative problem solver.
- A creative mind with the ability to suggest improvements.

Additional Information:

- Background check required.
- Competitive salary that is commensurate with experience.
- Benefits package for full-time employee that includes health, dental, paid time off and paid holidays.

To apply:

No phone calls please. If interested in applying, please send:

- Resume
- Cover Letter
- Salary Requirements
- Three References

no later than **December 6, 2019** to: Lisa Followay, Chief Executive Officer, Adaptive Sports Program of Ohio, 100 Kurzen Road N, Suite B, Dalton, Ohio 44618 or director@adaptivesportsohio.org.

If an interview is requested, applicants are required to provide a work sample of a typed letter that demonstrates the applicant's writing skills.