

Groundwork Cincinnati Mill Creek

Administrative Specialist

Part-time, 20-24 hours per week

Temporary

Reports to: Executive Director or identified alternate

Normal Duties:

Light bookkeeping: enter data into QuickBooks, process invoices and payments, produce standard financial reports

Record keeping: organizing, maintaining files; archiving or culling old material; maintaining donor databases

Maintain correspondence, mailings, copying

Scheduling activities and supporting resources, for example committee meetings and educational events

Day-to-day operations support: ordering supplies; organizing papers, books, supplies and equipment storage; office straightening and light cleaning

Errands: pick up supplies, drop off educational support materials at off-site locations, take selected mailings to post office, etc.

Telephone support

Coordinate board packet preparation

Support selected meetings: organizing attendance and notifications, producing or distributing minutes of various meetings

Write routine correspondence and draft reports

Other duties as assigned

Qualifications:

Able to set priorities and maintain organization

Able to use QuickBooks

Able to use Word, Excel, Office Suite or equivalent

Able to write clearly and correctly

Able to communicate with a wide spectrum of people

Able to interact constructively with the public, schoolchildren and co-workers

Able to be flexible when needed

Must have transportation (for errands and supply)