



**BOYS & GIRLS CLUBS
OF OHIO**

Job Description

Organization:	Boys & Girls Clubs of Ohio
Position:	Office Administrator
Reports to:	CEO/Executive Director
Target Starting Salary:	\$40,250 + Annual Incentive

Summary

We are building the team that will reshape youth development in Ohio!

The Boys & Girls Clubs of Ohio, through the Ohio Alliance of Boys & Girls Clubs, supports statewide, nonpartisan, advocacy committed to advancing the Boys & Girls Clubs movement in the state. The Alliance supports Club youth development in Ohio by engaging, educating, and mobilizing diverse stakeholders and strategic partners to support youth policies and programs. The Ohio Alliance seeks an experienced, highly effective, team-oriented individual, passionate about our mission to enable all young people, especially those who need us most, to reach their full potential as productive, caring, responsible citizens.

The successful candidate will ensure efficient operations of BGCO's administrative business functions. Provides support to the CEO/ED and Senior Leadership Team, customer service, scheduling, administrative office organization, correspondence, and reporting. This position will be responsible for confidential and time sensitive materials.

Job Responsibilities:

- Coordinate office procedures and continuously improve the administrative process
- Manage the CEO/ED's calendar and communications
- Organize and schedule meetings
- Coordinate scheduling, booking rooms, agenda and documents preparation and take minutes at key meetings including meetings of the Board of Directors, Board Committees and Advisory Boards
- Coordinate and book travel arrangements for leadership
- Draft and issue communications on behalf of leadership
- Answer and direct email, phone and in-person inquiries
- Receive, sort, and distribute mail
- Develop and maintain highly organized paper and electronic filing systems
- Maintain up-to-date contact list for key stakeholders
- Order and take stock of supplies including office and program supplies

- Coordinate special projects or tasks delegated by the CEO/ED
- Carry out general administrative duties including filing, copying, scanning, mailing, etc.
- Maintains required business filings and registrations
- Performs other duties as assigned

Knowledge, Skills, Behaviors and Abilities

- Model BGCO's values and cultural attributes
- Understanding of non-profit administrative functions and office operations
- Ability to create and support a welcoming office environment
- Ability to maintain strict confidentiality
- Highly organized, detail-oriented and deadline driven
- Ability to work independently
- Ability to manage multiple responsibilities in a fast-paced environment

Required Qualifications

- Passionate about advancing the Boys & Girls Clubs' mission.
- Thoughtful, proactive, and resourceful problem solver.
- 1+ years of experience with a variety of administrative tasks including filing, answering correspondence, and managing an executive calendar
- 1+ years prior experience in supporting a senior executive or team
- Diploma or equivalent experience. Bachelor's degree a plus.
- Thorough proficiency in Microsoft Word, Outlook, PowerPoint and Excel
- Satisfactory results of a criminal background check required
- Valid driver's license
- Thorough proficiency with Microsoft office products (specifically Outlook, Word, Excel, PowerPoint), as well as digital tools (specifically Zoom) required.
- Solid understanding of the policymaking process in the state of Ohio, experience in advocacy communications a plus.
- Willing to travel within the state as needed.

Environment and Working Conditions

Our office is in Columbus; however, this position has the option of hybrid working arrangements when, and if, beneficial and approved. Regular presence in the Columbus office is required. Individual selected for this position must be able to successfully be cleared for work through a comprehensive background check.

Salary commensurate with experience along with competitive benefits package including health insurance, vacation and sick time, and 401K. A permanent physical office is not considered vital to this position, so telecommuting may be available for the successful candidate.

Prospective applicants ready to help build an engaging and highly-effective team of professionals are encouraged to send a resume with cover letter to ashely@bgcoho.org.

Equal Employment Opportunity:

Boys & Girls Clubs of Ohio is an equal opportunity employer. Employment decisions are based on merit, qualifications, and abilities. Boys & Girls Central Ohio does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, age, marital status, national origin, physical or mental ability, status as a disabled veteran or any other classification protected by law.