



<b>Position:</b>	<b>Executive Assistant &amp; Office Manager</b>
<b>Reports to:</b>	President
<b>Classification:</b>	Full-time/Exempt
<b>Location:</b>	Columbus, Ohio
<i>Background</i>	Groundwork Ohio is the leading early childhood policy, research, and advocacy organization in the state of Ohio. Our mission is to champion early learning and healthy development strategies from the prenatal period to age five, that lay a strong foundation for Ohio kids, families, and communities.
<i>Position overview</i>	<p>Groundwork Ohio is the statewide, nonpartisan, policy and advocacy organization committed to championing high-quality early learning and healthy development strategies from the prenatal period to age five, that lay a strong foundation for Ohio kids, families, and communities. Groundwork advances early childhood systems in Ohio by engaging, educating, and mobilizing diverse stakeholders and strategic partners to promote data-driven and evidence-based early childhood policies. The <b>Executive Assistant &amp; Manager</b> will support Groundwork’s statewide effort so that every child has the best chance for lifelong success.</p> <p>The <b>Executive Assistant &amp; Office Manager</b> plays the critical role of providing strategic support to improve the focus and productivity of the President.</p> <p>This role will work under the supervision of the President and in collaboration with the senior leadership team to advance the organization’s mission and policy priorities.</p> <p><b>This position description details the roles, responsibilities, and qualifications for the Executive Assistant &amp; Office Manager.</b></p>
<i>Manage communication and the calendar for the CEO and COO.</i>	<ul style="list-style-type: none"> <li>• Identify priorities that need to be addressed by the President and ensure other items are addressed by the appropriate team members; provide excellent customer service and ensure timely, professional communication with internal and external partners.</li> <li>• Manage the calendar and schedule meetings for the President.</li> <li>• Manage and prepare for special events/meetings for the President, both in office and in the field.</li> <li>• Manage and prepare correspondence for the President.</li> </ul>

	<ul style="list-style-type: none"> <li>• Provide general administrative support to the President, including making travel arrangements/registration for conferences.</li> </ul>
<i>Support day-to-day operational functions for Groundwork Ohio.</i>	<ul style="list-style-type: none"> <li>• Manage physical office needs and purchase furniture, equipment, and supplies as needed; order stationery and correspondence materials.</li> <li>• Manage and organize office procedures and administrative systems to ensure efficient and productive operations.</li> <li>• Support onboarding of new Groundwork staff.</li> <li>• Serve as a face of Groundwork with visitors and contractors; provide excellent customer-service.</li> <li>• Manage special projects to support the Groundwork mission as assigned.</li> </ul>
<i>Manage financial documentation processes.</i>	<ul style="list-style-type: none"> <li>• Improve and manage processes related to check requests, credit card documentation, contract approvals, and grant documentation.</li> <li>• Prepare check requests and documentation; assist with the Audit and funder reporting requirements.</li> <li>• Prepare timely expense reports for the President.</li> <li>• Establish and manage travel processes/procedures for all staff.</li> </ul>
<i>Contribute to the Groundwork Ohio staff team and build a positive work environment.</i>	<ul style="list-style-type: none"> <li>• Work with other Groundwork staff team members to build a friendly, supportive, healthy, high-functioning team.</li> <li>• Support major events sponsored by Groundwork as part of a collaborative team.</li> </ul>
<i>Qualifications</i>	<p>Required education &amp; experience:</p> <ul style="list-style-type: none"> <li>• High School Diploma or equivalent</li> <li>• At least 5 years of administrative experience</li> <li>• Experience using databases to manage information</li> </ul> <p>Preferred qualifications, education &amp; experience:</p> <ul style="list-style-type: none"> <li>• Experience working in an early childhood or non-profit organization</li> <li>• Experience supporting a Senior Executive/Leader</li> </ul>
<i>General skills and attributes</i>	<p>This position requires:</p> <ul style="list-style-type: none"> <li>• Passion for the vision and mission of Groundwork Ohio and the ability to communicate this passion to others</li> <li>• Expertise in and demonstrated commitment to operationalizing diversity, equity and inclusion and cultural and linguistic competency principles and practices</li> <li>• Strong multi-tasking ability and work ethic</li> <li>• Must be able to organize and prioritize work, be proactive, take initiative, resolve problems, follow through, and simultaneously</li> </ul>

	<p>manage multiple priorities to ensure goals are met in a timely manner</p> <ul style="list-style-type: none"> <li>• Outstanding attention to detail and organizational skills</li> <li>• Proficiency in office software, including, but not limited to, MS office, Access, Excel, Outlook, Powerpoint Survey Monkey, and virtual meeting and shared drive platforms</li> <li>• Ability to successfully navigate in a fast-paced, outcome-driven, and entrepreneurial environment</li> <li>• Ability to manage and use databases/CRM</li> <li>• Ability to express ideas effectively using verbal, nonverbal and writing skills</li> <li>• Ability to make critical judgements and perform complex tasks independently</li> <li>• Ability to organize and manage time effectively</li> <li>• Attention to detail and accuracy</li> <li>• Ability to intervene and avert problem situations and resolve conflicts</li> <li>• Strong interpersonal skills and customer-service orientation</li> <li>• Ability to work with teams</li> </ul>
<i>Other requirements</i>	<ul style="list-style-type: none"> <li>• Must have the ability to work both in a traditional office environment and/or from home</li> <li>• May occasionally require the need to travel</li> <li>• Requires routine use of standard office equipment such as computers, monitors, phones, printers, and copiers</li> <li>• Requires the ability to be stationary and sedentary for extended periods of time</li> <li>• May occasionally require standing, bending and light lifting (less than 15 pounds)</li> </ul>
<i>Competitive benefits</i>	<ul style="list-style-type: none"> <li>• Collaborate with a team of dedicated, passionate professionals who genuinely care about the organization’s mission, vision, and values</li> <li>• Competitive salary with professional development opportunities</li> <li>• Medical, dental, vision insurance to eligible individuals</li> <li>• Retirement Plan and 401k for eligible employees</li> <li>• Generous vacation and sick leave policies</li> <li>• Salary is commensurate with experience; range is \$45,000 to \$75,000</li> </ul>

**To apply, please submit Resume and Cover Letter to Lynanne Gutierrez at [lgutierrez@groundworkohio.org](mailto:lgutierrez@groundworkohio.org) with the email subject “Executive Assistant & Office Manager Application” by Monday, June 17 at 5:00 pm.**