

About the Ohio Business Roundtable

In 1992, the Ohio Business Roundtable (OBRT) was established for one sole purpose: to improve Ohio's business climate. Since its inception, the OBRT has worked with Ohio's governors and legislative leaders to make Ohio more business-friendly and more competitive both nationally and internationally. The Roundtable is a nonpartisan, nonprofit organization comprised of chief executive officers of many of Ohio's largest, most successful companies.

You will join a small team of positive, hard-working, motivated, and collaborative individuals who work to harness the collective expertise and insight of OBRT members to advance solutions to improve Ohio's economic vitality and ensure that Ohio remains the ideal state in which to live, work, and succeed.

Administrative Coordinator

The OBRT is seeking a full-time Administrative Coordinator to be responsible for supporting the administrative operations, event execution, and government relations efforts.

The ideal candidate will have:

- Bachelor's degree in a related field or equivalent experience
- Excellent verbal and written communication skills
- Strong organizational and project management abilities
- A self-directed, action-driven, detail-oriented, and collaborative mindset
- Public affairs savvy and knowledge of government leadership in Ohio a plus

Specific job duties:

- Support the administrative management of the OBRT office, including:
 - Answering office phones
 - Assisting with coordinating space and supplies
 - Greeting and hosting guests
- Assist the government relations team in carrying out advocacy objectives and member government relations activities, including:
 - Assist scheduling meetings with government officials and tracking legislative calendars
 - Help prepare materials for advocacy activities, including briefing packets and leave-behinds
 - Monitor and compile news and policy updates relevant to OBRT priorities

- Support logistics for OBRT's Political Action Committee (PAC) activities and related compliance tracking
- Assist in the preparation and execution of OBRT events, including:
 - Organization of briefing documents and physical materials
 - Event set-up, registration, and tear-down.
- Draft correspondence and proofread written materials
- Track member records and maintain an accurate contact database
- Provide occasional scheduling support and calendar management for executive officers
- Conduct business and policy research in aid of OBRT initiatives
- Aid in financial administration and regulatory compliance for the OBRT and related entities
- Provide flexible support across the team as organizational needs evolve
- Other duties as assigned

Competitive salary commensurate with experience. Comprehensive benefits include paid time off, medical, dental, vision coverage, 401K program, life, and disability insurance. Some after-business hours work and in-state travel are required.

Interested applicants should submit both a resume and cover letter to recruiting@ohiobrt.com.