



ADMINISTRATIVE ASSISTANT
Full Time, Non-Exempt Position

Job Description

It is the responsibility of every ODVN employee to uphold the mission and purpose of this agency. The Ohio Domestic Violence Network advances the principle that all people have the right to an oppression-free and violence-free life; fosters change in our economic, social and political systems and brings leadership, expertise and best practices to community programs.

In addition, it is expected that all staff will communicate ethically and engage in providing excellent customer service. It is also an expectation that on the individual level, all staff members will work to further their personal capacity to foster an environment of equitable and inclusive work culture based on the vision, purpose and values of our Diversity, Equity, and Inclusion Strategic Action Plan that is the foundation for all our work.

This job description defines areas for which an individual has primary responsibility and is not intended to limit the scope of the job in any way.

- Serves as assistant to the Executive Director and Director of Administration including but not limited to providing clerical and general support services.
- Greets visitors, opens and distributes mail, handles deliveries, etc.
- Provides full telephone coverage, as well as information, crisis intervention and referral on the statewide information line.
- Assists the Director of Administration with office management, ordering office supplies and maintaining office equipment and facilities.
- Assists VISTA worker/Communications Coordinator with social media responsibilities.
- Assists Executive Director and Director of Administration with Board relations including dissemination of meeting information, preparation of meeting reports, and maintaining Board files including the Board portal on ODVN website.
- Performs bookkeeping/financial duties, such as maintaining cash receipts log, assisting with grant management tasks, processing invoices, working with financial consultants and other financial duties as requested.

- Manages and posts to ODVN general listservs, including DV Advocate listserv, Director listserv and the Board of Director listserv.
- Checks the ODVN general email account and responds on a daily basis.
- Scheduling and coordinating staff and other meetings or events at the request of the Executive Director and Director of Administration.
- Serves on various ODVN Teams and Ad Hoc Committees as requested.
- Performs other duties as assigned by the Executive Director and Director of Administration.
- Supervised by the Executive Director and Director of Administration.

Qualifications:

- High School Graduate or equivalent, Associate or Bachelor's Degree in a related field will be a plus.
- Minimum of 3-5 years experience in a non-profit, administrative position. Experience in the field of domestic violence or related social services field will be a plus.
- Knowledge of office management systems and procedures
- Working knowledge of office equipment, like computers, printers and fax machines
- Proficiency in Microsoft Office 365, (MS Word and Excel in particular).
- Working knowledge of social media platforms, e.g. Facebook, LinkedIn, Twitter.
- Excellent time management skills and the ability to prioritize work.
- Attention to detail and problem solving skills.
- Excellent written and verbal communication skills.
- Strong organizational skills with the ability to multi-task.
- Valid driver's license, access to own transportation, and a willingness and ability to run errands and travel to in-state events/meetings as needed.

Compensation: ODVN offers highly competitive salaries based on experience, a generous benefits package including partially paid health insurance for employees and their children; life insurance and short term disability; other health insurance policies at low costs to employees such as dental and vision; Health Savings Account, up to 9% retirement plan contributions after one year of employment; and a generous and flexible accrued paid time off benefit.

Salary for this position will begin at \$20.00 per hour.

Location: Columbus, Ohio. This position will require you to come to the office Monday through Friday.

Application Process:

We value a diverse workforce and an inclusive culture. ODVN encourages applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, citizenship, disability, or veteran status.

To apply: Please submit a resume with a cover letter or equivalent, to Becky Mason, Director of Administration at rebeccam@odvn.org with “Administrative Assistant” in the subject line. Please do not submit anything by mail. No telephone inquiries please.

The review of applications will begin immediately. **Scheduling of initial interviews of first round candidates will begin the week of January 23, 2023** progressing until a qualified applicant is hired.

ODVN is an Equal Opportunity Employer

ODVN recognizes the relationship between domestic violence and oppression. Thus, it is committed to becoming an exemplary diverse, equitable and inclusive organization by:

- *Welcoming diverse people and perspectives*
- *Focusing on areas of inclusion via advocacy, training and leadership*

Ohio Domestic Violence Network
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